Table of Contents

Note: This introduction to **Info Source** is in large print to assist persons with visual disabilities.

INTRODUCTION

A.   Foreword

Info Source: Sources of Federal Employee Information will make it easier for you to find out about the Government of Canada, its organization and its information holdings. It will help you determine where you should go, write or call to make government enquiries, and is likely to be the first and only step you'll need to take to locate the source of the information you want.

This publication is one of a series of four reference tools to assist you and other members of the public in exercising your rights under two Canadian laws – the *Access to Information Act* and the *Privacy Act.* The **Info Source** publications support the government's policy to explain and promote open and accessible information regarding its activities.

Info Source is comprised of the following publications:

Info Source: Sources of Federal Employee Information:
 • provides information about the Government of Canada, its organization and its information holdings;

 • helps individuals determine which institution to contact about requesting information formally or informally; and

 • provides individuals who are not, and who have never been employees of the federal government, with relevant information to facilitate access to personal information about them held by a federal government institution subject to the *Privacy Act.*

Info Source: Sources of Federal Government Information:
 • contains information to help current and former federal government employees to locate personal information held by the government; and

 • is intended to help former and current government employees to exercise their rights under the *Privacy Act.*

Info Source: The *Access to Information Act* and *Privacy Act* Bulletin:
- provides statistical information about the number of Access to Information and Privacy requests on an annual basis and cumulative statistics since 1983; and

- contains a summary of federal court cases related to Access to Information and Privacy.

Info Source: Directory of Federal Government Enquiry Points:
- contains addresses and telephone numbers for federal departments and agencies subject to the *Access to Information Act* and/or the *Privacy Act*; and

- other institutions associated with the federal government are included to facilitate access.

Info Source is distributed to libraries, municipal offices and federal government offices across Canada.

It is helpful to understand the basic differences between the *Access to Information Act* and the *Privacy Act*. The information accessible under each *Act* is different and there are different procedures to obtain it. The following pages describe the essential details.

B.   Inside Info Source

This **Info Source** publication has three main components:

1)   Introduction

The Introduction includes:
- Section A — foreword
- Section B — description of the contents of **Info Source**
- Section C — guidance on how to use **Info Source** effectively
- Section D — summary of the roles and responsibilities of the federal government institutions that are either responsible for the production of **Info Source** or are responsible for the provision of input to the **Info Source** publications
- Section E, F and G — some essential points about the *Access to Information Act* and the *Privacy Act*, and directions on how to locate information by using **Info Source** or by making a formal request under either *Act*

- Section H — contact information to obtain a copy of the **Info Source** publications

- Section I — listing of those institutions for which Access to Information Requests must be accompanied by cheques or money orders made out to the institution itself and not to the Receiver General of Canada; and

- Section J — Glossary of Terms

2) Standard Program Records and Personal Information Banks

Standard Program Records: There is some information that is almost universally collected and maintained by federal institutions in support of common functions and activities, such as Human Resources, Material Management, Corporate Services, etc.

A number of standard program record descriptions have been established by Treasury Board Secretariat and are included in this publication. Institutions may declare one or more of these standard records, rather than develop institution-specific record descriptions.

Standard Personal Information Banks (PIB): Standardized descriptions of personal information have been developed by Treasury Board to describe personal information that may be found in records commonly maintained by federal institutions. These descriptions are included in this publication. Institutions may choose to register and declare one or more of these standard Personal Information Banks rather than develop institution-specific PIBs.

3) Chapters

There is one chapter for each federal government department or agency subject to the *Access to Information Act* and the *Privacy Act*, or to the *Privacy Act* only. Chapters are arranged in alphabetical order by the commonly used name of the institution. Each chapter contains the following: (Please note that institutions that are not subject to the *Access to Information Act* do not have to include these elements. Their reporting requirements are limited to Personal Information Banks.)

General Information about the institution, including:

- Background
- Responsibilities
- Legislation
- Organization

Information Holdings including:

- Program Records
- Standard Program Records
- Personal Information Banks
- Standard Personal Information Banks
- Classes of Personal Information
- Manuals

Additional Information including:

- The name of the institution to which any payment should be made if the institution does not have an account with the Receiver General of Canada
- The address of a central information source, as well as regional locations, if any
- The address(es) of Reading Room(s)

C.   Using Info Source effectively

Determine the correct chapter

Turn to the chapter of the department or agency you think has the information, and check the Program Records and the Personal Information Banks.

If you don't know if you have the correct department or agency, a telephone call or letter to any Access to Information and Privacy Coordinator's office should provide the answer.

For persons with disabilities

Individuals who are unable to exercise their rights using regular procedures may obtain further assistance from any Access to Information and Privacy Coordinator's office.

D.   Roles and Responsibilities

Treasury Board

In accordance with the *Access to Information Act*, Treasury Board is responsible for the annual creation and dissemination of a publication that provides a description of government organizations, program responsibilities and descriptions of records with sufficient clarity and detail to enable the public to exercise its rights under the *Access to Information Act*.

Treasury Board is also responsible for the annual publication of an index of personal information that will both serve to keep the public information of how the government handles personal information, as well as facilitating the public's ability to exercise its rights under the *Privacy Act*. Treasury Board Secretariat fulfils these requirements through the annual publication of **Info Source**.

Library and Archives Canada (LAC)

Under the *Library and Archives Canada Act*, the Library and Archives Canada is charged with various responsibilities regarding the disposition of information created by federal institutions in support of public policy, administration of government and program delivery. These responsibilities include the authorization of records destruction by government institutions and the preservation of records for their historical or archival importance.

Questions concerning these responsibilities may be addressed to the Information Management Centre of the Library and Archives Canada (LAC) at (819) 934-7519 or by e-mailing imgi@lac-bac.gc.ca.

Individual Institutions

Government institutions are required to provide descriptions of their organization and information holdings to Treasury Board Secretariat on an annual basis. These descriptions are utilized in the production of the publications required by the *Access to Information Act* and *Privacy Act*. Each department and agency is responsible for the information it submits.

Government institutions are also responsible for ensuring that all information/ records are managed within an established life cycle. It is incumbent upon each government institution to understand and apply any legislation regarding the retention of information and more specifically, its own legislation. Each government institution is required to determine the appropriate retention periods for its records, including those common administrative records covered by a MIDA. Accountability regarding the decision to destroy records, once a Records Disposition Authority (RDA) has been established, and the timing of records destruction rests with individual government institutions.

Each federal institution has an Access to Information and Privacy Coordinator or a Privacy Coordinator. The Coordinators' offices are staffed by people whose role it is to answer questions and help identify the records or information you wish to see.

Coordinators may be contacted in person, by telephone, e-mail, letter or through the submission of a completed Access to Information and/or Privacy Request Form.

Information Commissioner

The Information Commissioner investigates formal complaints from members of the public arising from the *Access to Information Act*. If you have a complaint about the denial of access to information, fees charged for access, the time taken to respond to requests, refusal to give access in the official language requested, **Info Source** publications and other matters that relate to requesting or obtaining access to records, you may contact:

Office of the Information Commissioner
Place de Ville, Tower B
112 Kent Street, 22nd Floor
Ottawa, Ontario K1A 1H3

General Enquiries. 613-995-2410
Facsimile. 613-947-7294
Toll-free. 1-800-267-0441
TTY. 613-992-9190
Internet . . . . www.infocom.gc.ca

When the Information Commissioner's investigation is completed, an individual who is of the opinion that they have not been given access to all information which they are entitled to receive has the right to apply to the Federal Court –Trial Division for a review of the matter.

Privacy Commissioner

The Privacy Commissioner is an ombudsman with the power to look into complaints of improper collection, use, storage, disclosure or disposition of personal information. The Privacy Commissioner may also help if you are dissatisfied with the response to your formal application or the time it has taken to obtain your response. If the Privacy Commissioner recommends that you be given access to records and the institution still refuses, an appeal may be made to the Federal Court.

When the Privacy Commissioner's investigation is completed, an individual who is of the opinion that they have not been given access to all of their personal information to which they are entitled, has the right to apply to the Federal Court – Trial Division for a review of the matter.

You may write or call the Privacy Commissioner's office at:

Office of the Privacy Commissioner
Place de Ville, Tower B
112 Kent Street, 3rd Floor
Ottawa, Ontario K1A 1H3

General Enquiries. 613-995-8210
Facsimile. 613-947-6850
Toll-free. 1-800-282-1376
TTY. 613-992-9190
Internet . . . . www.privcom.gc.ca

E. *Access to Information Act*

The *Access to Information Act* gives Canadian citizens as well as people and corporations present in Canada the right to have access to federal government records that are not of a personal nature. The *Act* complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

Wide range of information

You may ask for information, no matter what form it is in, including letters, memos, reports, photographs, films, microfilms and computerized data. This **Info Source** publication has been designed to help you pinpoint the department or agency where the information is held and assists you in obtaining it.

Some information may be exempt or excluded under the *Act*.

Exemptions: Exemptions protect certain types of information that could cause harm if released. For example, some information on national security, law enforcement or trade secrets falls into this category.

Exclusions: The *Access to Information Act* does not apply to public information that is already available, such as publications and material in libraries and museums. It also excludes material such as Cabinet documents.

Note: The *Act* cannot give you access to records that are not controlled by the federal government, such as those maintained by provincial or municipal governments or by private organizations such as commercial banks and credit bureaus. Most provincial governments have legislation similar to the *Access to Information Act*, but may be referred to as a *Freedom of Information Act*.

Consult the provincial government listings in the blue pages of your local telephone book.

F.   *Privacy Act*

In its day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The *Privacy Act* gives Canadian citizens and people present in Canada the right to have access to information that is held about them by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the government will collect, use, store, disclose and dispose of any personal information.

Most information is available when you ask

Most of your personal information is available to you at your request. This **Info Source** publication has been designed to help you pinpoint the department or agency where the information is held and assist you in obtaining it.

Types of personal information held

You probably already know about many of the programs and operations of the government that use personal information such as income tax at Canada Revenue Agency, citizenship at Citizenship and Immigration Canada and the Employment Insurance program at Human Resources and Social Development Canada.

There is personal information that the federal government may not release under the *Privacy Act*. For example, some personal information may relate to individuals other than the person requesting the information, or it may be about sensitive national security matters or law enforcement investigations.

Note: The *Privacy Act* does not control nor give you access to records that are not held by the federal government, such as those maintained by provincial or municipal governments or by private organizations such as commercial banks and credit bureaus. Most provincial governments have legislation similar to the *Privacy Act*. Consult the provincial government listings in the blue pages of your local telephone book.

Some personal information is confidential

The federal government must keep some personal information confidential under the *Privacy Act*, much of which relates to other people, national security or law enforcement.

Safeguarding personal information

The protection of your personal information and privacy is a very important aspect of the *Privacy Act.* The *Act* states how and when the government may collect, store and dispose of personal information. It also covers specifically why and how the information may be used or given out, as well as who may use or receive it.

Giving out information

The government may only disclose your information to someone else with your consent or when one or more of the criteria in the *Privacy Act* are met, such as to comply with a subpoena. Such disclosures are discretionary and are subject to any other Act of Parliament.

Personal Information Banks (PIB)

Personal Information Banks provide a summary of the type of information about individuals that is held by federal departments and agencies. The *Privacy Act* requires that Personal Information Banks include all personal information that is organized and retrievable by a person's name or by an identifying number, symbol or other particular assigned only to that person. Personal Information Banks must also include personal information that has been or is being used, or is available for use for an administrative purpose.

Please see the Glossary of Terms in Section "J" for definitions of the various types of PIBs.

G.   How to Apply

Access to Information Act

Once you have decided to make a formal request under the A*ccess to Information Act*, there are certain simple procedures to follow:

- Consult **Info Source** to find the appropriate department or agency.

- Obtain an **Access to Information Request Form** from any location where **Info Source** is available (including the Web Site: www.tbs-sct. gc.ca/tbsf-fsct_e.html).

- If it is not convenient for you to fill in a form, you may send a letter, mentioning the *Act* (see details below).

- Enclose the application fee (see details below).

- Send the form or the letter to the Access to Information Coordinator at the appropriate department or agency.

If you decide to submit a letter, you must state clearly that you are requesting information under the *Access to Information Act*, and include the following:

- Name of the government department or agency you believe has the information you want;

- Description (be as specific as possible) of the records you want to see;

- Preferred method of seeing the records (e.g. do you want to receive photocopies of the original documents or see the originals in the government office where they are located?); your name, street, address, city or town, province or territory, postal code, telephone number(s) and your signature;

- Date of your request; and

- Application fee.

Fees and costs

An application fee of $5 (subject to change) applies and additional costs may be charged for each request. You will be notified in advance if there are additional costs and you may be asked to make a deposit.

Cheques and money orders are payable to the Receiver General of Canada with some exceptions. Please refer to **Section I – Institutions Without Receiver General Accounts** for a list of institutions to which Access to Information Requests must be accompanied by cheques or money orders made out to the institution itself and not to the Receiver General of Canada.

Turnaround time

Government departments must acknowledge your request within 30 days under the *Access to Information Act*. However, in special cases, they may need more time to process your request. If you feel it's taking too long, you may submit a complaint to the Office of the Information Commissioner (**See Section D – Roles and Responsibilities**).

Privacy Act

When you have decided to make a formal request under the *Privacy Act*, there are certain procedures to follow. Remember, you will find what you are looking for faster if you already have a good idea of which department or agency has the information you want.

- Obtain a **Personal Information Request Form** at any location where **Info Source** is available (including the Web Site: www.tbs-sct.gc.ca/ tbsf-fsct_e.html).

- Fill out the form and identify yourself in such a way that the government may verify who you are, i.e. that it is you, and not someone else, asking for your information. The more precise the information you provide, the faster your request can be answered.

- Send the form to the Privacy Coordinator of the appropriate department or agency.

There is no charge to apply for information under the *Privacy Act*.

To change the information

If you believe the information that a federal institution has on file about you is untrue or misleading, you may ask to have it corrected. Even if the department or agency does not agree to change this information, it must make a note that you have asked for the change and attach it to the file.

Turnaround time

Under the law, all or most of the information you ask for should be disclosed within 30 days of receiving the request. If a time extension is required, you will be notified within the first 30 days and told why up to another 30 days may be needed.

H.   Where to obtain Info Source

For more information about **Info Source**, the *Access to Information Act* or the *Privacy Act*, you may contact:

Treasury Board of Canada Secretariat
L'Esplanade Laurier, East Tower
140 O'Connor Street, 8th Floor
Ottawa, Ontario K1A 0R5

General Enquiries. 613-957-2400
Publications 613-995-2855
Facsimile. 613-996-0518
TTY. 613-957-9090
General Library Reference. 613-996-5494
E-mail . . . . infosource@tbs-sct.gc.ca
Internet . . . . www.tbs-sct.gc.ca

If you would like a copy of the **Directory of Federal Government Enquiry Points** or the *Access to Information Act* and *Privacy Act* **Bulletin**, please contact:

Treasury Board Distribution Centre
L'Esplanade Laurier, Level P-1W
300 Laurier Avenue West, Room P-140
Ottawa, Ontario K1A 0R5

Telephone. 613-995-2855
Facsimile. 613-996-0518
E-mail . . . . Services-Distribution@tbs-sct.gc.ca

If you would like to purchase a copy of **Sources of Federal Government Information** or **Sources of Federal Employee Information**, please contact:

Publishing and Depository Services
Public Works and Government Services Canada
Ottawa, Ontario K1A 0S5

E-mail . . . . publications@pwgsc.gc.ca
Telephone. 613-941-5995
Telephone Toll-free . . . . 1-800-635-7943 (Canada & US)
Facsimile. 613-954-5779
Facsimile Toll-free. . . . . 1-800-565-7757 (Canada & US)
Internet . . . . http://publications.gc.ca

All four **Info Source** publications are also available free of charge on the Internet at: www.infosource.gc.ca.

Note: *Access to Information Act* and *Privacy Act* requests must be addressed to the appropriate institutions, at the addresses listed in the pages that follow.

I.   Institutions without Receiver General Accounts

Access to Information Requests being sent to the following institutions must be accompanied by cheques or money orders made out to the institution itself and not to the Receiver General of Canada:

Atlantic Pilotage Authority Canada

Bank of Canada

Blue Water Bridge Authority

Business Development Bank of Canada

Canada Council for the Arts

Canada Deposit Insurance Corporation

Canada Mortgage and Housing Corporation

Canada Science and Technology Museum Corporation

Canadian Air Transport Security Authority

Canadian Commercial Corporation

Canadian Cultural Property Export Review Board

Canadian Museum of Civilization Corporation

Canadian Polar Commission

Canadian Tourism Commission

Farm Credit Canada

Federal Bridge Corporation Limited

Fraser River Port Authority

International Development Research Centre

Jacques Cartier and Champlain Bridges Incorporated, The

Laurentian Pilotage Authority Canada

Mackenzie Valley Environmental Impact Review Board

Montreal Port Authority

National Capital Commission

North Fraser Port Authority

Office of the Chief Electoral Officer

Old Port of Montreal Corporation Inc.

Port Alberni Port Authority

Prince Rupert Port Authority

Royal Canadian Mint

Saguenay Port Authority

Saint John Port Authority

Seaway International Bridge Corporation, Ltd.

Standards Council of Canada

Toronto Port Authority

Trois-Rivières Port Authority

Vancouver Port Authority

Windsor Port Authority

Yukon Surface Rights Board

J.   Glossary of Terms

TERM	DEFINITION
Access to Information and Privacy Coordinator	Each federal government department or agency has an Access to Information and Privacy Coordinator. The Coordinators' offices are staffed by people to answer questions and help identify the records or information you wish to see.
Administrative Purpose	The use of personal information in a decision making process that directly affects the individual(s) to whom the information relates.
Bank (PIB) Number	A unique identifying number created for each Personal Information Bank. This number is assigned by each institution as a finding tool to link the PIB to the records and information maintained in their information management system.
Classes of Personal Information	Personal information not used administratively or not retrievable by personal identifier, for instance unsolicited opinions or general correspondence may be described under "Classes of Personal Information." • This category was created to ensure that government departments and agencies account for all personal information that they hold.
Data Matching	An activity that involves comparing personal data obtained from a variety of sources, including personal information banks, for the purpose of making decisions about the individuals to whom the data pertains.

TERM	DEFINITION
Information Life Cycle	The life cycle of information encompasses the stages of the planning, collection, creation, receipt, and capture of information by an institution. The life cycle includes the organization, retrieval, use, accessibility, dissemination and transmission; storage, maintenance and protection; and disposition and preservation of information.
Manuals	Directives, instructions, guidelines or procedures that are used by the employees of a department or agency to carry out its operations, activities or programs.
Multi-Institutional Disposition Authority (MIDA)	A Records Disposition Authority granted by the Librarian and Archivist of Canada to government institutions on a multi-institutional basis. A MIDA relates to records managed by all or a multiple number of government institutions, and which allows the institutions empowered to use the authority to dispose of records under certain terms and conditions.
Personal Information Bank (PIB)	Personal Information Banks provide a summary of the type of information about individuals that is held by federal departments and agencies. • The *Privacy Act* requires that Personal Information Banks include all personal information that is organized and retrievable by a person's name or by an identifying number, symbol or other particular assigned only to that person. • Personal Information Banks must include personal information that has been or is being used, or is available for use for an administrative purpose.

TERM	DEFINITION
Personal Information Bank – Central Banks	These records and their related PIBs are maintained by central agencies such as the Public Service Commission, Public Works and Government Services Canada, and the Treasury Board of Canada Secretariat. • Central PIBs that describe information about federal employees (current and former) from all or several government institutions and are identified with the unique identifier "PCE." • Central PIBs that describe information about the general public, plus federal employees (current and former) are identified by the unique identifier "PCU."
Personal Information Bank – Particular Banks	Personal Information Banks that describe personal information about members of the general public, plus federal employees (current and former) that is contained in the records of the particular institution. • These PIBs are identified with the unique identifier "PPU."
Personal Information Bank – Employee Particular Banks	PIBs that describe personal information about current and former Government of Canada employees only, and are specific to the requirements of the particular institution. These PIBs are contained the complementary volume to this publication — Info Source: Sources of Federal Employee Information. • These PIBs are identified with the unique identifier "PPE."

TERM	DEFINITION
Personal Information Bank – Standard PIBs	There are a number of Standard Personal Information Banks (Standard Banks) that describe personal information contained in records commonly maintained by most government institutions. Institutions may require one or all of these Standard PIBs. Standard PIBs describe information about such activities as Access to Information and Privacy Requests, Executive Correspondence Management Systems, etc. • Standard PIBs are identified with the unique identifier "PSU."
Personal Information Bank – Standard Employee PIBs	There are a number of Employee Related Standard Personal Information Banks (Standard Employee Banks) that describe personal information contained in records commonly maintained by most government institutions about their employees. Institutions may require one or all of these Standard PIBs. Standard Employee PIBs describe information about such activities as pay and benefits, training and development, performance, etc. • Standard Employee PIBs are identified with the unique identifier "PSE."
Program Records	Descriptions of the records and information created, captured and used by each federal government institution in support of its mandate. Program Records provide pointers to information usually held by federal government departments or agencies in their record keeping system. The Program Record descriptions identify the subject areas covered by an institution's functions, programs and activities.

TERM	DEFINITION
Program Record Number	A unique identifying number created for each Program Record description. • This number is assigned by each institution as a finding tool to access the information contained in their records.
Reading Room	The *Access to Information Act* requires all government institutions to provide facilities where their information and/or manuals can be reviewed. One or more location may be provided by an institution.
Records Disposition Authority (RDA)	The instrument that the Librarian and Archivist of Canada issues to enable government institutions to dispose of records which no longer have operational or other utility. There are three disposition methods – destroying the records (at the discretion of institutions), transferring historical records to the control of the Library and Archives of Canada or the removal of records from the control of the Government of Canada, i.e. transferring them to a Special Operating Agency or other level of government.
Retention and Disposal Standards	A timetable for the length of time institutional information/record is maintained under the control of the institution. These standards also indicate the disposition method to be applied to institutional records when no longer required to meet operational, legal or other requirements, and when the RDA may be applied for final disposition.

TERM	DEFINITION
Standard Program Records	Descriptions of records/information commonly created, collected and used by federal institutions, such as Human Resources, Physical Security, etc. Federal departments and agencies may declare one or all of the Standard Program Records within their chapters instead of developing institution-specific program record descriptions.

Access to Information and Privacy Coordinators

Agriculture and Agri-Food Canada
Peter Gaudet
Access to Information and Privacy
Coordinator
930 Carling Avenue, Room 801
Ottawa, Ontario K1A 0C5
Telephone: 613-694-2496
Facsimile: 613-759-6547
gaudetpe@agr.gc.ca

Assisted Human Reproduction Agency of Canada
Ross Hodgins
Access to Information and Privacy
Coordinator
1010 Somerset Street West, 1st Floor
Address Locator 2301D
Ottawa, Ontario K1A 0K9
Telephone: 613-946-3179
Facsimile: 613-941-4541
ross_hodgins@hc-sc.gc.ca

Atlantic Canada Opportunities Agency
Claudia Gaudet
Access to Information and Privacy
Coordinator
Blue Cross Centre
644 Main Street
P.O. Box 6051
Moncton, New Brunswick E1C 9J8
Telephone: 506-851-3845
Other Telephone: 1-800-561-7862
Facsimile: 506-851-7403
claudia.gaudet@acoa-apeca.gc.ca

Atlantic Pilotage Authority Canada
Peter MacArthur
Access to Information and Privacy
Coordinator
Cogswell Tower
2000 Barrington Street, Suite 910
Halifax, Nova Scotia B3J 3K1
Telephone: 902-426-8657
Other Telephone: 902-426-2550
Facsimile: 902-426-4004
pmacarthur@atlanticpilotage.com

Auditor General of Canada
Beth Stewart
Privacy Coordinator
240 Sparks Street
Ottawa, Ontario K1A 0G6
Telephone: 613-995-3708
Facsimile: 613-947-9556
stewarej@oag-bvg.gc.ca

Bank of Canada
Colleen Leighton
Access to Information and Privacy
Coordinator
West Tower
234 Wellington Street, 4th Floor
Ottawa, Ontario K1A 0G9
Telephone: 613-782-7104
Facsimile: 613-782-7317
cleighton@bankofcanada.ca

Belledune Port Authority
Rayburn Doucett
Access to Information and Privacy
Coordinator
112 Shannon Drive
Belledune, New Brunswick E8G 2W2
Telephone: 506-522-1200
Facsimile: 506-522-0803
doucett@portofbelledune.ca

Blue Water Bridge Authority
Mary Teft
Access to Information and Privacy
Coordinator
1 Bridge Street
Point Edward, Ontario N7V 4J5
Telephone: 519-336-2720
Facsimile: 519-336-7622
mteft@bwba.org

British Columbia Treaty Commission
Mark Smith
Access to Information and Privacy
Coordinator
1155 West Pender Street, Suite 203
Vancouver, British Columbia V6E 2P4
Telephone: 604-482-9213
Other Telephone: 604-803-2240
Facsimile: 604-482-9222
mark_smith@bctreatycommission.bc.ca

Business Development Bank of Canada
Robert D. Annett
Access to Information and Privacy
Coordinator
5 Place Ville-Marie, Suite 400
Montreal, Quebec H3B 5E7
Telephone: 514-283-3554
Facsimile: 514-283-9731
Bob.annett@bdc.ca

Canada Border Services Agency
Candace Breakwell
Access to Information and Privacy
Coordinator
Leima Building
410 Laurier Avenue West, 11th Floor
Ottawa, Ontario K1A 0L8
Telephone: 613-952-5268
Facsimile: 613-957-6408
candace.breakwell@cbsa-asfc.gc.ca

Canada Council for the Arts
Irène Boilard
Access to Information and Privacy
Coordinator
350 Albert Street, 9th Floor
P.O. Box 1047
Ottawa, Ontario K1P 5V8
Telephone: 613-566-4414 Ext. 4261
Other Telephone: 1-800-263-5588
Facsimile: 613-566-4430
irene.boilard@canadacouncil.ca

Canada Deposit Insurance Corporation
Chantal M. Richer
Access to Information and Privacy
Coordinator
50 O'Connor Street, 17th Floor
Ottawa, Ontario K1P 5W5
Telephone: 613-996-2082
Facsimile: 613-996-6095
cricher@cdic.ca

**Canada Development
Investment Corporation**
Gordon King
Access to Information and Privacy
Coordinator
L'Esplanade Laurier, Main Floor
P.O. Box 71058
Ottawa, Ontario K2P 2L9
Telephone: 613-943-9391
Facsimile: 613-989-2414
atip_candev@magma.ca

**Canada Economic Development for
Quebec Regions**
Andrée Narbonne
Access to Information and Privacy
Coordinator
800 Victoria Square, Suite 3800
P.O. Box 247
Montreal, Quebec H4Z 1E8
Telephone: 514-283-8418
Other Telephone: 819-997-3592
Facsimile: 514-283-9679
andree.narbonne@dec-ced.gc.ca

Canada Emission Reduction Incentives Agency
Pierre Bernier
Access to Information and Privacy Coordinator
Les Terrasses de la Chaudiere
10 Wellington Street, 27th Floor
Gatineau, Quebec K1A 0H3
Telephone: 613-953-2743
Facsimile: 613-953-0749
pierre.bernier@ec.gc.ca

Canada Firearms Centre
Pierre Lavoie
Access to Information and Privacy Coordinator
50 O'Connor Street, 10th Floor
Ottawa, Ontario K1A 1M6
Telephone: 613-993-5162
Facsimile: 613-954-9426
pierre.lavoie@rcmp-grc.gc.ca

Canada Industrial Relations Board
Christine Brûlé-Charron
Access to Information and Privacy Coordinator
C.D. Howe Building
240 Sparks Street, 4th Floor West
Ottawa, Ontario K1A 0X8
Telephone: 613-947-5421
Facsimile: 613-947-5407
cbrulecharron@cirb-ccri.gc.ca

Canada Lands Company Limited
Fiorina Guido
Access to Information and Privacy Coordinator
1 University Avenue, Suite 1200
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Standard Program Records

This section describes the subject matter of certain records which are common to most federal departments and agencies, such as personnel records, financial records, purchasing and property control records, materiel management and central services. Individuals seeking access to the Standard Program Records of a particular institution should forward their access requests to the Access to Information and Privacy Coordinator at the address given in the previous pages.

Accounts and Accounting
Description: Accounts and accounting generally; cash accounts; accounts payable; accounts receivable; and standing advances.
Program Record Number: PRN 915

Acts and Legislation
Description: Acts and legislation – general, departmental, federal, foreign and provincial.
Program Record Number: PRN 902

Access to Information and Privacy Requests
Description: Includes material related to the administration of and internal procedures for the processing of formal and informal requests, in accordance with the Access to Information Act and/ or the Privacy Act.
These records may contain the requests made by individuals to obtain access to information under the control of the institution in accordance with the Access to Information Act and/or the Privacy Act, related replies and information related to their processing, such as the software systems used within institutions to manage the administration of access and privacy requests, i.e. ATIP Flow, ATIP Image software, Coordination of Access to Information Requests (CAIR) System, etc. These records may include requests for correction of personal information; informal requests; complaints, investigations and requests for judicial review; consultations received from or sent to other institutions; requests for advice received from institutional officials that raise privacy and/or access to information concerns, etc.
Topics: These records may include material related to cases leading to a change of policy or procedure, material related to reports to Parliament on the administration of the Acts; conference material; committee information; copies of relevant legislation, and related policies, as well as information related to the interpretation and application of these laws and policies.
Program Record Number: PRN 930

Administration
Description: Administration generally; accidents generally; motor vehicle accidents; agreements; appreciation; complaints and enquiries; associations, clubs and societies; audit, review and evaluation; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency measures; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours.
Program Record Number: PRN 901

Administration and Management Services
Description: Administrative and management services generally; correspondence management; duplication services; electronic data processing; electronic networks; forms management; information services; legal services; library services; mail, messenger and postal services; management services; records management; security services; telecommunications; travel and transportation services; secretarial, typing and word processing services; translation services.
Program Record Number: PRN 903

Audits
Description: Auditor General reports and internal audit reports.
Program Record Number: PRN 916

Automated Document, Records, Information Management Systems
Description: Automated document, records and information management systems are used to manage the full life cycle, from creation/collection to final disposition, of electronic documents (e-mail, word processing documents, spreadsheets, graphics, images, etc.), as well as non-electronic records (hard copy, posters, photographs, video tapes, audio tapes, maps, etc.). Information contained within the automated system may be entered in an electronic format, i.e. the capture of an electronic object or the creation of an electronic object through scanning (OCR), or a summary (profile) of the non-electronic information that is manually entered into the automated system. This document/records/information life cycle

management is done to facilitate compliance with the existing legislative and policy framework for the federal government.

Automated systems of this type normally allow for the integration of records and document management, imaging, and optical character recognition (OCR). Other features include the ability to search the information repositories for any word or string of words (full-text index searching and retrieval) and reporting capabilities. The automated system may also be electronically integrated with the institution's correspondence tracking system that is used to manage the tracking of incoming correspondence to ensure that responses about departmental policies, programs, initiatives and issues are prepared in a consistent and time-efficient manner. Topics: The records related to Automated Document, Records and Information Management Systems may contain information about the institution's functional requirements, system specifications, the Treasury Board shared systems initiative, training information, procedures for the use of the system, implementation plans, maintenance procedures, migration strategies, technical support mechanisms, etc.

Program Record Number: PRN 929

Business Continuity Plans (BCP)
Description: In compliance with the 2004 Operational Security Standard – Business Continuity Planning (BCP) Program, institutions must establish a Business Continuity Planning (BCP) Program. This program provides for the continued availability of services and associated assets that are critical to the health, safety, security or economic well-being of Canadians or the effective functioning of government.

The BCP Program complements emergency preparedness that is mandated by legislation or government policy (e.g. fire and building evacuation plans; civil emergency plans). It also supports planning that is necessary to restore other-than-critical services and their associated assets and resources; departments should use this program to incorporate their planning for other-than-critical services.

The types of incidences for which the BCP may be initiated may vary from a minor incident, such as a building-specific power outage or an equipment or system failure, to one of provincial or national proportions. The BCP outlines and coordinates: the efforts of institutional staff; and the implementation of advance arrangements and procedures to ensure that the institution can continue or restart critical business operations within a reasonable timeframe.

Topics: The records related to Business Continuity Plans (BCP) may contain information about: Recovery plans; network and/or data backup procedures; emergency and recovery resources; service level agreements (including Memorandums of Understanding with other federal institutions); time-sensitive business functions; recovery or emergency response team members; essential records; plan escalation procedures; notification procedures for emergency response teams, institutional staff, Minister's staff, federal, provincial and municipal bodies; plan activation procedures; Command, Control and Emergency Centre Operations; Delegation/Designation of Authority; detailed business resumption, recovery and restoration procedures; software tools to create, and maintain the BCP; media handling procedures; etc.

Program Record Number: PRN 928

Budgets
Description: Budgets generally; estimates and supplementary estimates; and program forecasts.
Program Record Number: PRN 917

Buildings
Description: Buildings generally; acquisition; alterations and repairs; construction; contracts; damages; disposal; fire and fire prevention; and maintenance.
Program Record Number: PRN 906

Buildings and Properties
Description: Buildings and properties generally; accommodation; accounting and inventories; planning and requirements; reports and statistics.
Program Record Number: PRN 905

Classification of Positions
Description: Classification generally; audits; category and group; individual positions; and standards.
Program Record Number: PRN 919

Co-operation and Liaison
Description: Co-operation and liaison generally and at the federal, international, provincial, university, college and school levels.
Program Record Number: PRN 904

Employment and Staffing
Description: Employment and staffing generally; applications; casual and term employees; competitions; programs recruitment; requests for staffing action; and summer students.
Program Record Number: PRN 920

Equipment and Supplies
Description: Equipment and supplies generally; accountability and inventories; catalogues; clothing; disposal and surplus; food; forms; fuels; laboratory; loans; maintenance and repairs; price lists and stationery.
Program Record Number: PRN 909

Finance
Description: Finance generally; agreements and arrangements; allotments and transfers; allowances; banks and banking; cheques; claims; contracts; currency; encumbrances; expenditures; fees; funds; revolving funds and working capital advances; grants; signing authorities; taxes and travel allowances; and expenses.
Program Record Number: PRN 914

Furniture and Furnishings
Description: Furniture and furnishings generally; beds and bedding; chesterfields and sofas; drapes; filing cabinets; household and office furniture and furnishings; and pictures.
Program Record Number: PRN 910

Hospitality
Description: Hospitality is the provision of a reception, meal or entertainment to guests of government institutions, including social events or ceremonies in accordance with established policies and guidelines. Records related to hospitality events may contain information about the circumstances of the function, including any event requiring special authority; the form of hospitality; cost; location; number of attendees listed by category, i.e. guests, government employees; and approvals by the appropriate delegated officials.
Topics: The records may contain information about the function nature and scope, function type, i.e. dinner, reception, etc.; function location, i.e. private residence, restaurant, conference; financial limitations, who provided services related to the function, hospitality event protocols, etc. The records may also contain information about Hospitality Policies and Guidelines, financial signing authorities, the publication of hospitality information posted on-line, etc.
Program Record Number: PRN 933

Human Resources
Description: Human resources generally; career management; inventories; performance appraisal; reports and statistics; requirements and utilization.
Program Record Number: PRN 921

Information Technology Services
Description: This includes records related to the computer equipment and associated software for both institutional computer networks and employees workstations, electronic systems development and maintenance, technical assistant and support for networks, office systems and databases. May also include material related to the institution's technology architecture, standards and infrastructure; electronic mail systems and platforms, software and hardware acquisition, the annual planning process for the development of computer systems; and the business case process for application development and system acquisitions.
Topics: Includes material related to network systems, hardware and/or software – including peripheral equipment, i.e. printers, Personal Digital Assistants (PDA), Wireless Handholds, system user manuals or guides, change management processes, IT training courses, personal computer or desktop support (Help Centre), computer maintenance, etc.
Program Record Number: PRN 932

Lands
Description: Lands – general; acquisition; concessions; development; disposal; fencing; flood control; landscaping parking areas; roads; streets and sidewalks.
Program Record Number: PRN 907

Occupational Health, Safety and Welfare
Description: Occupational health, safety and welfare generally; counselling; health units; medical examinations; nursing services; recreation and sports; and surveys.
Program Record Number: PRN 922

Office Appliances
Description: Office appliances generally; calculators; data processing hardware; duplicating equipment; photographic and microfilming equipment; recorders and typewriters.
Program Record Number: PRN 911

Official Languages
Description: Official languages generally; identification and designation of bilingual positions; language requirements program; recruitment; and replacements.
Program Record Number: PRN 923

Pensions and Insurance
Description: Pensions and insurance generally; superannuation plans; Canada Pension Plan; Quebec Pension Plan; reciprocal agreements; federal, provincial and private hospital and medical

insurance plans; death benefit plan; disability insurance and unemployment insurance plan.
Program Record Number: PRN 924

Personnel
Description: Personnel – general; accidents and injuries; appointments; attendance; awards and honours; Corps of Commissionaires; positions and levels; hours of work and overtime; leave and holidays; promotions and reclassifications; regulations and directives; reports and statistics; retirements; and separations.
Program Record Number: PRN 918

Physical Security
Description: In accordance with the Physical Security Standard issued under the Government Security Policy, federal institutions are responsible for the establishment and maintenance of appropriate measures (physical, procedural and psychological) to prevent, detect and respond to unauthorized access and other threats. Related to this is the establishment and use of detection devices and methods to identify attempted or actual unauthorized access as well as procedures and tools to activate effective and appropriate responses.
Topics: Includes material related to physical security design; physical safeguards, monitoring devices, security access procedures and tools (pass/identity cards), access to restricted zones; storage, transportation and transmittal of information and goods; destruction of information and goods; and the protection of personnel and the public at large.
Program Record Number: PRN 931

Proactive Disclosure
Description: These records include information about the mandatory publication on institutional web sites of specifically identified government information. The purpose of making these specific information elements available on the Internet is to promote transparency, facilitate public access, and provide relevant and timely information so that Canadians are better able to hold their Government and public sector officials to account. The intent of the proactive disclosure initiative is to ensure that this information is provided in a consistent manner across government and that information is regularly updated according to established timeframes and guidelines. Federal institutions are required to update information identified for the purpose of pro-active disclosure every three months and post it on-line within 30 days of the end of each period.

Topics: These records include information related to tools and guidance from the Treasury Board Secretariat (TBS) and other lead agencies about proactive disclosure; the maintenance of web sites related to proactive disclosure; etc.
Program Record Number: PRN 935

Procurement
Description: Procurement generally; contracts; local purchase orders; procedures and regulations; requisitions; standing offer agreements.
Program Record Number: PRN 912

Relocation
Description: These records are used to document and administer the relocation of individuals and their families.
Topics: Includes material related to employee entitlements and obligations, employer obligations, third party service providers, relocation claims, etc. May also include information about rental accommodations; travel to new locations; searching for new accommodation, i.e. house hunting; hotel/motel accommodation; copies of departmental policies and procedures pertaining to relocation; moving and storage company information; etc.
Program Record Number: PRN 936

Salaries and Wages
Description: Salaries and wages generally; acting pay; deductions; pay rates; pay system; performance and senior merit pay; regulations; salary revisions; and severance pay.
Program Record Number: PRN 925

Staff Relations
Description: Staff relations generally; adjudication; bargaining agents; collective agreements and interpretations; discipline; grievances; managerial and confidential exclusions; and union relations.
Program Record Number: PRN 926

Training and Development
Description: Training and development generally; attendance; course content; course evaluations; individual courses; language training; nominations; plans; schedules and directives; and types of courses.
Program Record Number: PRN 927

Travel
Description: These records are used to document and manage the travel activities of individuals who travel in support of their institution's mandate. These records may also include information related to the proactive disclosure of relevant travel expenses as specified in the Guidance

Document: Proactive Disclosure of Travel and Hospitality Expenses issued by the Treasury Board Secretariat.

Topics: Includes material related to travel allowances, or per diem rates, travel expense claims, hotel directories, airline directories, etc. May also include copies of institutional policies and procedures pertaining to travel including the employee entitlements and obligations, employer obligations, payment for official institutional travel; etc.

Program Record Number: PRN 934

Utilities

Description: Utilities – general; air conditioning; electric power; water and sewage; garbage disposal; gas and oil; heating; lighting; plumbing and ventilation.

Program Record Number: PRN 908

Vehicles

Description: Vehicles generally; air, land and water vehicles; insurance; maintenance and repairs; operating standards; registration and licences.

Program Record Number: PRN 913

Index of Standard Personal Information Banks (PIB)

Bank Number	Title of Bank
PSU 901	Access to Information and Privacy Requests
PSU 902	Executive Correspondence Management Systems
PSU 903	Business Continuity Planning (BCP)
PSU 904	Automated Document, Records, Information Management Systems
PSU 905	Electronic Network Monitoring Logs
PSU 906	Internal Disclosure of Wrongdoing in the Workplace
PSU 907	Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes
PSU 908	Hospitality
PSU 909	Travel
PSU 910	Relocation
PSU 917	Personnel Security Screening – formerly Personnel Security Screening (Reliability Screening/Security Clearance) – PSE 924

Standard Personal Information Bank Descriptions

Standard Personal Information Bank (PIBs) descriptions have been developed to describe personal information that may be found in types of records commonly maintained by federal institutions. These records document internal administrative functions, systems and procedures that are common to or shared by all federal government institutions.

These information banks are identified with the unique identifier "PSU" as part of the bank number contained within the PIB.

Retention and Disposal Standards for Standard PIBs:

The following Retention and Disposal Standards statement applies to all Standard PIBs unless otherwise noted within a specific PIB.

- The records containing the personal information described in the standard banks may be retained for different periods of time as decided by each government institution, unless otherwise specified.

- At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the Librarian and Archivist of Canada.

  o The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual.

- For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

Access to Information and Privacy Requests
Description: The records containing the information described in this bank include requests made by individuals to obtain access to information under the control of the institution in accordance with the Access to Information Act and/or the Privacy Act, the replies to such requests, and information related to their processing. These records may include requests for correction of personal information; informal requests; records related to complaints, investigations and requests for judicial review; consultations received from other institutions; and requests for advice received from institutional officials that raise privacy or access to information concerns. Personal information may include the name of the requester, mailing address, telephone and facsimile numbers, e-mail address and other processing information related to the request, as well as personal information contained in institutional records that are relevant to the request.
Note: Personal information contained in institutional records relevant to the request is not used for administrative purposes.

Class of Individuals: Individuals who exercised their rights under the Access to Information Act and/or the Privacy Act, including individuals who made informal requests to obtain information under the control of the institution.
Purpose: The information described by this bank is used to administer the Access to Information Act and/or the Privacy Act as well as processing and responding to informal requests. This information may also be used during consultations with other government institutions, during investigations by the Offices of the Information and Privacy Commissioners and during court reviews. Aggregate information (does not identify individuals) is used to report to Parliament on the administration of the Acts.
Consistent Uses: Non-personal information may be used to provide reports on ATIP activities to management and to the Treasury Board Secretariat and other institutions, i.e. through CAIRS. The information may also be used for research, planning, audit and evaluation purposes.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Coordinator.
RDA Number: 98/001
Related PR#: PRN 930
Bank Number: PSU 901

Automated Document, Records, Information Management Systems
Description: The automated system described by this bank is used to capture and manage documents, records (including email) and information received and/or created by the institution in support of the institution's functions and activities. Documents and email received by the institution may be entered into the automated system in an electronic format or summarized (profiled) and entered manually into the system.
Class of Individuals: Any individual about whom the institution may collect information in support of a function, program or activity. All employees of an institution, including contractors, agency employees and students, as well as any individual corresponding with the institution.
Purpose: This type of an automated system is used to manage the life cycle of the institution's document, records and information collections, as well as facilitating access thereto. The automated system is used to ensure the information is available to support the operations of the institution, and then disposed of appropriately. The automated system also makes searching and retrieving information from the institution's information collections faster and easier.
Consistent Uses: The information may be used in an aggregate format to report on system use, growth of the information collection, etc. The automated system may also be electronically integrated with the institution's correspondence tracking system that is used to manage the tracking of incoming correspondence to ensure that responses about departmental policies, programs, initiatives and issues are prepared in a consistent and time-efficient manner. The information may also be used for research, planning, audit and evaluation purposes.
Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.
RDA Number: 98/001

Related PR#: PRN 929
Bank Number: PSU 904

Business Continuity Planning (BCP)
Description: The information described by this bank includes personal information that is contained in institutional Business Continuity Plans (BCP). A BCP is established by a federal institution to provide for the continued availability of services and associated assets that are critical to the health, safety, security or economic well-being of Canadians, or the effective functioning of government.
The personal information contained within a BCP may include the names, home addresses, home telephone, pager and cellular phone numbers of employees and officers who are part of the institution's BCP response team, as well as similar emergency contact information for Ministers, exempt staff, senior officials. Also included are the names, emergency contact numbers (including cellular phone and pager numbers) of disaster response and/or recovery vendors and other service providers, in addition to federal, provincial and municipal officials who may have to be contacted to assist the institution as the result of an emergency situation.
Class of Individuals: Employees and officers who are members of the institution's response team, as well as Ministers, exempt staff, senior institutional officials and emergency response officials and recovery vendors/service providers.
Purpose: The purpose of the collection and use of the personal information described in this Bank is to ensure that the institution can contact appropriate and responsible individuals to respond in the event of an interruption in normal business operations.
Consistent Uses: Personal information described in this Bank may be shared with other federal institutions, police, fire and other emergency response agencies on an "as required" basis. Non-personal information may be used to provide reports to senior management about the execution of institutional Business Continuity Plans. This information may also be used for research, planning, audit and evaluation purposes.
Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Coordinator.
RDA Number: 98/001
Related PR#: PRN 928
Bank Number: PSU 903

Electronic Network Monitoring Logs
Description: The records containing the information described in this bank relate to the use by individuals of federal government electronic networks. Logs containing details of network use by individuals are compiled and are reviewed by appropriate officials of the institution when there is suspected misuse of a federal government electronic network, as defined by institutional policies or the Treasury Board Policy on the Use of Electronic Networks. Examples of information that may be in the records include network logs that may link an employee's workstation to an IP address, listings of sites visited and information on any transactions conducted, including date, time, duration and nature of the visit or transaction. The records may also include information on the use of authorization codes assigned to particular individuals, including successful or unsuccessful use of the codes, date, time and frequency.
Class of Individuals: Employees of the institution and other individuals using federal government electronic networks, including student employees, contract staff and agency personnel. Members of the public, Ministerial staff, Members of Parliament that send e-mail to the institution or to specific individuals within the institution.
Purpose: The information contained in the records is compiled to support the investigation of suspected or alleged misuse, or deliberate impairment of government electronic networks by persons employed by the institution or by other individuals from outside the institution.
Consistent Uses: The information may be used to substantiate any disciplinary action taken where violation of institutional policies or the Treasury Board Policy on the Use of Electronic Networks is determined. If an internal investigation determines that criminal actions may have taken place, the information may be shared with appropriate police authorities. This information may be used to provide reports to management. The information may also be used for research, planning, audit and evaluation purposes.
Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.
RDA Number: 98/001
Related PR#: PRN 932
Bank Number: PSU 905

Executive Correspondence Management Systems
Description: The records containing the information described in this bank include general correspondence to the Minister or Secretary of State, their Staff and other senior executives within the institution. Records used in preparation of responses to incoming correspondence may also contain personal information about individuals that is sometimes provided by institutional officials to address issues and concerns raised in the incoming correspondence. Personal information may include the name of the correspondent, mailing address, telephone and facsimile numbers, e-mail address and other personal information that may be included by the originator and/or respondent within the content of the correspondence.
Class of Individuals: General public, Members of Parliament, and officials representing other levels of government or international governments and agencies, external organizations and/or businesses.
Purpose: To manage, in a consistent and time-efficient manner, the receipt of, and responses to, correspondence or inquiries received from outside the institution that require replies from senior executives of the institution.
Consistent Uses: Incoming correspondence may be forwarded to other federal or provincial institutions for a full or partial response if it is determined by the receiving institution that the issue(s) contained within the correspondence fall under the jurisdiction of, and should be addressed by, the other institution(s). In some cases, incoming correspondence and the response may be copied to another federal or provincial institution where the correspondence impacts on their roles and responsibilities. The information may be used in an aggregate format to report on system use, growth of the information collection, etc. The Executive Correspondence Management System may be integrated with the institution's Automated Document, Records and Information Management System (see Standard Personal Information Bank Number PSU 929 for more details).
Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.
RDA Number: 98/001
Related PR#: PRN 903
Bank Number: PSU 902

Hospitality

Description: This information is collected to document hospitality-related activities and the circumstances in which they are incurred. The personal information collected may include the name and job title of government employees as well as the name and title of guests of the government (e.g. individuals from other governments, the private sector, etc). It may also include the names of their spouses or accompanying companions; and the name of the establishment where the hospitality function occurred and/or the name of caterer.

Class of Individuals: Deputy Ministers, Associate Deputy Ministers, Assistant Deputy Ministers, and their equivalents, including those individuals who incur hospitality expenses while acting in these positions, and their spouses or accompanying companions. May also include Ministers, Ministers of State, Parliamentary Secretaries, and their office staff (also known as political or exempt staff because they are outside of the official Public Service) as well as Members of Parliament representing a Minister or Minister of State for official business purposes.

Purpose: Hospitality information is maintained to ensure that the provision of hospitality functions are done appropriately.

Proactive disclosure on government websites of hospitality expense-related information promotes transparency, facilitates public access to government information, and provides relevant and timely information to Canadians. The specific elements that may be made available are: Hospitality activity description and date, attendees, location and total amount.

Consistent Uses: This information may be used to provide reports on hospitality-related expenses to management. The information may also be used for research, planning, budget, audit and evaluation purposes.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Coordinator.

RDA Number: 99/004
Related PR#: PRN 933 and PRN 935
Bank Number: PSU 908

Internal Disclosure of Wrongdoing in the Workplace

Description: The records containing the personal information described by this bank include general inquiries, advice, as well as formal and informal complaints of wrongdoing. Personal information may include the date and nature of the alleged wrongdoing, name of the individual alleged to have committed the wrongdoing and other pertinent information including name of individual(s) reporting or impacted as a result of the alleged wrongdoing, records of interviews, investigations and analyses of events and records of decision taken.

Class of Individuals: Employees reporting to all departments and organizations of the Public Service listed in Part I, Schedule I, of the Public Service Staff Relations Act. Any individual reporting an alleged wrongdoing or about whom the institution may collect information in support of a function, program or activity and who may be impacted upon as a result of the investigation of an alleged wrongdoing.

Purpose: This information is collected to investigate and resolve complaints submitted in accordance with the Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace. In well-founded cases, personal information may be used to determine appropriate remedial action, including administrative, disciplinary or legal action. Information is also used to develop an annual report that provides statistics, issues, challenges and recommendations for the deputy head of the institution.

Consistent Uses: The information may also be used for research, planning, audit and evaluation purposes.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/005
Related PR#: PRN 921
Bank Number: PSU 906

Personnel Security Screening

Description: The records containing the information described in this bank include information gathered by government institutions in conducting reliability checks and/or security clearances on individuals working or applying for work with a government institution by way of appointment, assignment or contract. This

information is collected under the authority of subsections 7(1) and 11.1(1) of the Financial Administration Act and the Government Security Policy (GSP) of the Government of Canada. The records may include completed Personnel Screening, Consent and Authorization Forms, applicable Security Clearance and Personal History documentation and completed Security Screening Certificate and Briefing Forms. The personal information collected may include full name (surname, family name at birth, given names, maiden name, nick name, all other names and initials), photographs, gender, date and place of birth, citizenship, residential addresses (including timeframes lived at each), current home telephone number, fingerprint impressions and signature.

If born outside of Canada, date of entry into Canada, certificate number and date of issue, date of naturalization, citizenship status and country of citizenship other than Canada may also be collected. Personal information related to marriages may also be collected, including marital status, date(s) of marriages or common-law partnerships (including date separated, divorced or widowed) and locations of partners and other immediate family.

Employment related information may include employment history, name and address of employing organization and supervisor/manager, title, work telephone and facsimile numbers, position or contract number, group and level of position, employee ID number (including Personal Record Identifier (PRI) or Service number), length of time employed, reasons for leaving workplace, reliability status, security clearance levels, professional qualifications.

Note: Copies of completed Security Screening Forms may be retained on an individual's Employee Personnel Record (see PIB PSE 901 – Employee Personnel Record).

Class of Individuals: Individuals working or applying for work with the federal government by way of appointment, assignment, temporary agency engagement or contract whose position requires a reliability screening status, site access and/or security clearance classification. May also include current and former spouses (including common-law partners), immediate relatives, character references (including neighbourhood references), employers (current and former) of the individuals undergoing the security screening.

Purpose: Personal information is used in support of the security screening process to determine the

honesty, trustworthiness, ability to safeguard and reliability of individuals who will have access to government assets, including information, networks and facilities.

Consistent Uses: Some personal information may be disclosed to entities outside the federal government (e.g., credit bureaus). Personal information may be used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers, promotions, discipline, re-assessment of reliability status and termination of employment or contractual agreements. Notation of level of reliability/clearance authorizations may be attached to the Employee's personnel file (Standard PIB – PSE 901 – Employee Personnel Record). Information may also be disclosed to the Royal Canadian Mounted Police (RCMP) (RCMP PPU 030 – Information and Identification Services Criminal Records, Summaries of Police Information, and Identification Fingerprints) and the Canadian Security Intelligence Service (CSIS) (CIS PPU 005 – Security Assessments/Advice), which conduct the requisite checks in accordance with the GSP or, for purposes of transferability as defined within the Personnel Security Standards of the GSP, with other federal department's security offices.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/001

Related to PR#: PRN 920 & PRN 921

Bank Number: PSU 917 (formerly PSE 924)

Relocation

Description: This information is used to document the processes involved in the relocation of employees and their families. The personal information collected includes the individuals' name and job title, organization name, work telephone, work address, job classification and level, Personal Record Identifier (PRI), name of delegated departmental officer or manager, signatures, name of spouse or common-law partner, names of children and/or extended family members, special medical needs that may need to be accommodated, monthly statement of credit card expenses, personal declarations of expenses when receipts are not obtainable or have been inadvertently destroyed, mortgage or rental cost nformation, legal fees and real estate fees.

Class of Individuals: Employees who relocate and their spouses or common-law partners, their children and/or extended family members. Also includes individuals representing third party suppliers, such as moving and storage companies.

Purpose: The purpose of this information is to document and administer the relocation of individuals and their family members. This includes information related to relocation planning, the selection of new accommodations, the shipment of personal and household effects, move authorizations and claims.

Consistent Uses: Non-personal information may be used to provide reports on employee relocations to management. The information may also be used for research, planning, audit and evaluation purposes.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Coordinator.

RDA Number: 98/001 and 99/004
Related PR#: PRN 936
Bank Number: PSU 910

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Description: This information relates to video surveillance recordings generated by closed circuit television (CCTV) cameras located on the perimeters of, or within institutionally operated buildings and facilities. Additionally, in support of employee and visitor access control, the records related to these subjects contain the actual access logs/registers used to issue temporary employee passes and temporary visitor passes. Personal information collected may include recorded visual images, data logs, signatures, surnames, given names, telephone numbers, temporary pass control numbers and visitor company/organization information related to the issuance of temporary visitor passes.

Class of Individuals: Employees, and those on assignment or contract and visitors who require access to a federal institution or any other person within proximity of video surveillance recording capabilities.

Purpose: This information is used to enhance the security of government facilities and of individuals and assets present in such facilities. Video surveillance is sometimes conducted in real time or recordings can be used to investigate past occurrences, security incidents or emergency situations. Access logs/registers, temporary passes and any other records related to employee and visitor access control may also be used to monitor or investigate current or past security incidents.

Consistent Uses: To assist security officials in the monitoring of activities and/or the issuance of temporary access passes. Additionally, records and recordings may record entry and exit times from facilities and may be used in the event of security-related incidents such as thefts or emergency situations. In such cases, this information may be shared with appropriate law enforcement agencies and emergency workers. Video information that reveals evidence of illegal activity, employee misconduct or accidents may be disclosed to appropriate staff relations, enforcement or investigative bodies for further investigations, charges or disciplinary actions.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/001
Related PR#: PRN 931
Bank Number: PSU 907

Travel

Description: This information is used to document travel activities and expenses related to official institutional business. The personal information collected includes the individuals' name and job title, organization name, work telephone, work address, job classification and level, Personal Record Identifier (PRI), name of delegated departmental officer or manager, signatures, name of spouse or common-law partner, name of children, monthly expense statements, personal declarations of expenses when receipts are not obtainable or have been inadvertently destroyed.

Class of Individuals: Employees and travellers (including term or casual employees, temporary agency staff, volunteers, students, consultants and contractors, and witnesses), who travel on behalf of an institution and their spouses or common-law partners and/or dependants. This includes Deputy Ministers, Associate Deputy Ministers, Assistant Deputy Ministers, and their equivalents, including those individuals who travel while acting in these positions, and their spouses and/or dependents. May also include Ministers, Ministers of State, Parliamentary Secretaries, and their office staff (also known as political or exempt staff because they are outside of the official Public Service) as

well as Members of Parliament representing a Minister or Minister of State or accompanying them as a guest for official business purposes.

Purpose: The purpose of this information is to document and administer the travel of individuals in support of the institution's mandate. This includes information related to employee entitlements and obligations, travel advances and related claims. Proactive disclosure on government websites of travel expense-related information promotes transparency, facilitates public access to government information, and provides relevant and timely information to Canadians. The specific elements that may be made available are: the purpose of travel; date(s) and destination(s); air fare and other transportation costs; accommodation, meals and incidentals; other expenses (all other expenses incurred that are not reflected in the information fields above, such as cost of a special passport, visas, and associated photos, calls to the office or home, dependant care where applicable, etc.); and the total amount.

Consistent Uses: This information may be used to provide reports on travel activities and costs to management. The information may also be used for research, planning, budget, audit and evaluation purposes.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Coordinator.

RDA Number: 98/001 and 99/004
Related PR#: PRN 934
Bank Number: PSU 909

Immigration and Refugee Board of Canada

Chapter 84

General Information

Background

The IRB is an independent tribunal established by the Parliament of Canada. It is Canada's largest independent administrative tribunal. Its mission, on behalf of Canadians, it to make well – reasoned decisions on immigration and refugee matters, efficiently, fairly and in accordance with the law.

Responsibilities

Decision-making is carried out by three tribunals whose functions are quite distinct: the Immigration Division (ID), the Immigration Appeal Division (IAD) and the Refugee Protection Division (RPD).

Legislation

- Immigration Division Rules, SOR/2002-229

- Refugee Protection Division Rules, SOR/2002-228

- Immigration Appeal Division Rules, SOR/2002-230

- Immigration and Refugee Protection Act, .S.C. 2001, c.27, as amended

- Immigration and Refugee Protection Regulations, SOR/2002-227, as amended

Organization

Immigration Division

The Immigration Division conducts admissibility hearings for foreign nationals or permanent residents believed to be inadmissible to, or removable from, Canada. It also conducts detention reviews for people detained by Canada Border Services Agency (CBSA) under the Immigration and Refugee Protection Act.

Refugee Protection Division

The Refugee Protection Division determines claims for refugee protection made by persons inside Canada. Decisions are made based on whether a person has a well-founded fear of persecution within the meaning of the United Nations definition of a "Convention refugee" or whether the person faces a danger of torture or a risk to life or a risk of cruel and unusual treatment or punishment if returned to their country.

Immigration Appeal Division

The Immigration Appeal Division decides appeals by Canadian citizens or permanent residents whose applications to sponsor close family members have been refused; appeals by permanent residents, foreign nationals with a permanent resident visa, and protected persons who have been ordered removed; and appeals by permanent residents determined outside of Canada by an officer of Citizenship and Immigration Canada (CIC) not to have fulfilled their residency obligation. It also hears appeals made by the Minister responsible for the Canada Border Services Agency (the Minister of Public Safety and Emergency Preparedness) against decisions of the Immigration Division at an admissibility hearing.

Legal Services

The Legal Services Branch is responsible for providing a full range of legal and policy advice to the IRB executive, management, decision-makers and staff. Legal Services manages all litigation on behalf of the Board. Legal Services coordinates the Board's intervention in appeals and applications before the higher courts in appropriate cases. Legal Services produces regularly updated legal reference papers. Legal Services coordinates the Board's regulatory initiatives, including drafting the Rules of practice and procedure of the Board's three tribunals. Legal Services plays an active role in the training of Board decision-makers and staff. Legal Services produces a publication, RefLex, which contains digests of selected decisions of the Board and maintains electronic reference material for decision-makers and staff internally and for the wider public on the Board's internet site.

Governor in Council (GIC) Secretariat Services Directorate

The Directorate provides strategic advice and support to the IRB Chairperson, the Advisory Panel and the Selection Board on the screening of members of the IRB, as well as to IRB senior management of the IRB concerning GIC issues, including the Performance Appraisal Program. The Director of GIC Secretariat Services reports directly

to the Chairperson. GIC Secretariat Services manages the relationship with the Minister's Office, the Privy Council Office and the Office of the Ethics Commissioner regarding GIC issues.

Strategic Communications and Partnerships Branch

The Strategic Communications and Partnerships Branch is responsible for the following Directorates:

Access to Information and Privacy Directorate

The ATIP Directorate administers the responsibility for the administration of the Board's access to information and privacy requirements, in accordance with the principles of open government and the protection of the privacy of the individual.

Communications Directorate

The Communications Directorate delivers strategic advice and services in support of the IRB's key corporate priorities. The Directorate provides strategic counsel on issues of interest to IRB's internal and external audiences. The Directorate is responsible for all media relations and media monitoring activities, for parliamentary relations, stakeholder relations and e-communications.

Editing and Translation Services Directorate

The Directorate manages the editing and translation services for the IRB, both for headquarters and the regions. This includes establishing quality standards and guidelines and providing editing and translation in both official languages, and coordinating multilingual translation services. The Directorate is also responsible for coordinating interpretation services, other than those for hearings, for the IRB.

Corporate Planning and Management Practices Directorate

The Corporate Planning and Management Practices Directorate (CPMP) is responsible for strategic and corporate planning; improved management practices; implementation of the Management Accountability Framework (MAF); Risk Management; Internal Audit and Evaluation functions; liaison with the Office of the Auditor General and the Secretariat of the Audit and Evaluation Committee; and awareness and compliance with the Values and Ethics codes. In addition, the Director of CPMP is the Senior

Officer, Disclosure (Internal Disclosure of Information concerning Wrongdoing in the workplace).

CPMP strives for continuous improvement in its performance and in its products by focusing on each area it is responsible for, and determining the most relevant and pertinent activities required to fulfill the IRB mandate. Applied together, the CPMP areas of responsibility complement each other, provide a road map for achieving organizational excellence and deliver on the strategic direction and expected results for the IRB. CPMP establishes performance measurements to determine and evaluate how well it is delivering products and services to the IRB and benefits to Canadians. It monitors business trends, shares best practices, and leads the IRB in fulfilling the government's modern management agenda.

The five key function areas in CPMP are:

Management Accountability Framework (MAF) – responsible for the continued implementation of the MAF, which is aimed at reinforcing sound management practices and strengthening accountability of the IRB, including the continued launch of the key MAF elements, and developing internal and Central Agency assessments.

Risk Management – responsible for increasing the IRB's capacity to manage risk and integrate risk into priority setting, planning and other key decisions, by addressing risk within and throughout the planning phases at the IRB and developing the Corporate Risk Profile and implementing integrated risk management practices.

Strategic Planning and Public Reporting – responsible for the strategic planning and public reporting activities of the IRB, including the development of strategic priorities, organization of strategic planning and review meetings, development of corporate planning tools and the preparation of public reports.

Audit and Evaluation – responsible for providing management with objective assessments about the design and operation of management practices, control systems and information, aligning IRB activities with the modern management principles and contributing to the government's continuous improvement program and accountability for results.

Values and Ethics – responsible for identifying key values and ethics activities and results desired by the IRB, and assisting in the shaping of a positive work place that supports professional and

personal values and ethics of all IRB employees, and promotes and contributes to a work place conducive to achieving fairness and excellence.

Corporate Security and Administration Directorate

Corporate Finance

Finance is responsible for providing strategic advice and support to senior management on financial management matters including business and financial planning, policy interpretation, and cost accounting. It also develops and implements financial policies and procedures, manages the accounting operations, and is responsible for ensuring the integrity of the IRB's financial systems.

Finance administers expenditure management within the IRB and prepares reports for internal and external purposes. It is the liaison with central agencies, including the Treasury Board Secretariat, the Receiver General and the Auditor General of Canada on financial policy, regulation, reporting and funding issues.

Corporate Administration

The Corporate Administration Division manages the National Space Envelope Program and other accommodation issues including facilities management, accommodation standards, signage, parking at the Ottawa offices, the health and safety program including training, inspections, investigations, and telecommunications including line installations, repairs, voice mail. The Division also monitors compliance and reports on the application and activities for these functions at the IRB.

The Corporate Administration Division provides specialized advice and guidance and liaises with other government departments and agencies involved in accommodation, health and safety, and telecommunications. These include the Treasury Board Secretariat, Public Works and Government Services Canada, and Human Resources and Social Development, and Health Canada.

Corporate Security

The Corporate Security Division manages the national security program, which encompasses security screening of staff and private sector service providers (interpreters, translators, consultants), security awareness, policies and procedures, physical security, including access

passes, business continuity planning, and emergency plans and responses. The Division is responsible for threat and risk assessments and monitors the security programs across the IRB. The divisional staff also conducts investigations and manages the Board's security issues.

The Corporate Security Division provides specialized advice and guidance and liaises with other government departments and agencies involved in public safety and security, such as the Treasury Board Secretariat, the Royal Canadian Mounted Police, and the Canadian Security Information Service.

Procurement and Asset Management

The Procurement and Asset Management Division is responsible for the IRB's procurement and asset management programs, including providing services related to Headquarters acquisitions, and developing policies and procedures related to contracting, monitoring activities, measuring performance of the programs and disclosing contracts over $10,000.

The Procurement and Asset Management Division provides specialized advice and guidance and liaises with other government departments and agencies involved in procurement, such as Public Work and Government Services Canada, the Treasury Board Secretariat, and Indian and Northern Affairs Canada.

Recorded Information Management

The Recorded Information Management Division is responsible for developing policies and guidance related to records management, maintenance of the subject classification guides, retention, disposal and archiving of records and to provide awareness training on certain information management practices. The Division is responsible for all IRB records and has functional authority over regional records management practices. The Recorded Information Division is responsible for the courier and mail services in the Ottawa offices. The Division is also responsible for the inventory, printing and distribution of the IRB's hearing room forms and office stationery.

The Recorded Information Management Division provides specialized advice and guidance and liaises with other government departments and agencies involved in information management and archives, such as Library and Archives Canada and the Treasury Board Secretariat.

Information Systems Directorate

Information Systems (IS) provides an umbrella of technical services to the IRB on a local (Ottawa) and national basis. Along with conducting the majority of the Board's IT acquisitions, IS is responsible for supporting all IRB computers and servers, maintaining the network and telecommunication services, issuing IT policies and procedures and for all the aspects of IT security. IS is also responsible for the development, acquisition, testing and maintenance of automated systems in support of the Board's requirements, which includes the evaluation of new technological tools and approaches, and interdepartmental interfaces. In pursuit of these objectives, IS maintains relationships with various Central Agencies, including PWGSC, CIC, CBSA, RCMP, CSE, and the TBS.

Human Resources and Professional Development Branch

The Branch provides Human Resources direction, services and strategic advice to support the Board's programs, activities and initiatives. Human Resources services are delivered to Public Service employees and members across the Board, through four regional human resources offices. Services are provided in the areas of staffing and resourcing, employment equity/diversity, official languages, strategic human resources planning, human resources information systems, classification and organizational design, learning and professional development, employee relations and compensation.

Operations Branch

The Operations Branch (OPS) is responsible for providing advice on strategic, policy and operational issues to the Chairperson and the Executive Director. It is accountable for developing and promoting the IRB's corporate policy positions with IRB's division heads, regional directors and with officials of PCO, CIC, CBSA and other public, private and non-governmental organizations involved in the immigration and refugee portfolio. It provides functional expertise and oversight for the IRB national programs and operations and directs an international renowned research program. These achievements are pursued through the development of policies, tribunal procedures, service standards, performance measures, and monitoring systems, as well as through the strategic planning of operational resource utilization, all of which support fair, efficient, and well-reasoned decision making in a consistent fashion across the country. The Research Program exists to meet the information requirements of those involved in Canada's refugee protection determination system. The Program produces and makes publicly available, current and reliable information related to human rights, refugee and migration issues by providing documentation that supports fair refugee protection determination. The Research Program also acts as an educational resource for organizations and individuals interested in these issues. Since November 1995, the Research Program has also been mandated to process research directives of a claimant specific nature in accordance with the instructions for the Acquisition and Disclosure of Information for Proceedings in the Refugee Protection Division.

Information Holdings

Program Records

Immigration Division
Operation – Members' Schedules
Description: Link many variables including availability of facilities, counsel, interpreter, calendar errata and members assigned.
Topics: Hearings scheduled.
Access: Records arranged in alpha-numeric order.
Program Record Number: IRB INF 155

Immigration Division
Operation – Member Statistics
Description: Numbers of hearings scheduled and completed, decisions, participants and office statistics.
Topics: Status, workload.
Access: Records arranged in alpha-numeric order.
Program Record Number: IRB INF 160

Immigration Division Operation – Immigration Tracking System
Description: Information is tracked on the application of person concerned. Administrative data is also recorded on each case.
Topics: Person concerned information.
Access: Records arranged in alpha-numeric order.
Program Record Number: IRB INF 165

Immigration Appeals Process
Description: Information on the conduct of hearings into appeals and related matters before the Immigration Appeal Division of the Board.
Topics: Practices and procedures for operational staff; practices and procedures for interpreters;

standard forms and orders.
Access: Records arranged in alphabetical order.
Program Record Number: IRB OPS 025

Communications Information
Description: Information given on the functions and responsibilities of the Board, refugee protection questions and migration matters.
Topics: Press releases; videotapes; brochures; annual reports and speeches.
Access: Records arranged in alphabetical order.
Program Record Number: IRB COM 055

Refugee Protection Claims
Description: The record of claims to refugee protection status made before the Board's Refugee Protection Division.
Topics: Information, evidence, exhibits, arguments and submissions upon which the Board makes its decisions; system for scheduling and tracking cases and reporting statistics.
Access: Records arranged by individual.
Program Record Number: IRB OPS 015

Refugee Protection Division Positive Decisions Infobase
Description: Indexed digests of selected reasons for positive decisions from the Refugee Protection Division of the Board in application of its Policy on Reasons for Positive Decisions.
Topics: Abstracts of Refugee Protection Division decisions and reasons with keywords.
Access: File number, keywords, etc. through SHARENet.
Program Record Number: IRB CRD 150

Detention – Immigration Division
Description: Information on guidelines and procedures with respect to provisions pertaining to detention.
Topics: Correspondence and other documents relating to policies and procedures on the various statutory provisions pertaining to detention; the Chairperson's Guidelines on Detention; jurisdiction of member to review detention; form and content of bonds, terms and conditions, retaking into custody and legislative requirements for periodic review of detention.
Access: Records arranged by alpha-numeric order.
Program Record Number: IRB ADJ 120

Immigration Appeal Division Case Files
Description: The record of individual appeals; this also includes applications for redeterminations of claims made before January 1, 1989, to the former Immigration Appeal Board.

Topics: Information, evidence, exhibits, arguments and submissions upon which the Board makes its decisions.
Access: Records arranged by individual.
Program Record Number: IRB OPS 005

Admissibility Hearings – Immigration Division
Description: Guidelines and procedures with respect to conducting admissibility hearings, presentation of evidence and decisions under the Immigration and Refugee Protection Act and Regulations.
Topics: Correspondence and other documents relating to policies and procedures with respect to conducting personal, individual admissibility hearings, presentation of evidence and decisions under the Act and Regulations; correspondence and other documents relating to procedures concerning the adjournment and resumption of admissibility hearings, the nature and form of evidence at admissibility hearings, the appointment of designated representatives pursuant to of the Immigration and Refugee Protection Act and their role at admissibility hearings; correspondence and other documents relating to substantive and procedural issues concerning a member's jurisdiction; permanent resident issues and ordering the removal of persons found at admissibility hearings to be in violation of the Immigration and Refugee Protection Act.
Access: Records arranged by alpha-numeric order.
Program Record Number: IRB ADJ 125

Interpreter Data
Description: Records of interpreters who may be contracted by the Board to assist in hearings before the Refugee Protection Division, the Immigration Appeals Division and the Immigration Division.
Topics: Personal Information needed for the purposes of contracting interpreters.
Access: Records arranged by name of individual interpreter.
Program Record Number: IRB OPS 110

Legal Information
Description: Advice to the IRB Branches and tribunals on the application of the Immigration and Refugee Protection Act, its subordinate legislation, and related legislation; interpretation of decisions of the Federal Court and Supreme Court of Canada, and of decisions on general administrative law and Charter law issues; advice on legal aspects of operations, policy and employee matters; training materials for IRB

Members and staff on substantive and procedural legal issues.

Topics: Acts of Parliament; subordinate legislation; hearings, admissibility hearings, detention reviews and other proceedings; federal tribunals; administrative law; interpretation of decisions of the IRB and of the Federal Court and Supreme Court of Canada.

Program Record Number: IRB LEG 045

Legislation and Application – Immigration Division

Description: Information on the Immigration and Refugee Protection Act and Regulations and related legislation, and on Immigration Division functions and activities.

Topics: General correspondence and other documents relating to the Act and Regulations and related legislation, and to Immigration Division policy, functions and activities; correspondence and other documents relating to various legislation which may impact on Immigration policies and procedures, including the effect of the Charter on the Immigration and Refugee Protection Act; correspondence and other documents relating to natural justice, bias, fairness, the role of the member; correspondence and other documents relating to appeals and appeals procedure to the Supreme Court of Canada, the Federal Court and the Immigration Appeal Division.

Access: Records are arranged by alpha-numeric order.

Program Record Number: IRB ADJ 130

RefLex (publication)

Description: Information on selected jurisprudence of the IRB.

Topics: RefLex contains digests of selected decisions of the IRB's three tribunals.

Access: IRB web site and public access computer in Documentation Centres by random access.

Program Record Number: IRB LEG 145

Refugee Protection Determination Process

Description: Information on the refugee protection determination process that is carried out before the Refugee Protection Division of the Board.

Topics: Practices and procedures for hearing room administration including practices and procedures for interpreters and re Refugee Protection Officers; practices and procedures related to the preparation of cases for hearings; the "Expedited Report" that contains a summary of the information elicited at an expedited interview, with a recommendation to the member that the claim is suitable to be accepted without a hearing or instruction to remit the claim for determination at a hearing; decisions and reasons; records of detained persons; transcripts.

Access: Records arranged by subject.

Program Record Number: IRB OPS 020

Refugee Protection Division Reasons for Decisions

Description: Selected reasons from the Refugee Protection Division of the Board.

Topics: Refugee Protection Division decisions and reasons.

Access: Records arranged in numeric order.

Program Record Number: IRB DOC 060

Refugee Protection Operations – Backlog Hearings

Description: Information is recorded on hearing schedules, claimants and assigned Member.

Topics: Refugee Personal data, Country data and results.

Access: Records arranged in alpha-numeric order.

Program Record Number: IRB INF 115

Refugee Protection Operations – Member Tracking

Description: A calendar of members' appointments and the progress of assigned reasons.

Topics: Status of reasons.

Access: Records arranged in alpha-numeric order.

Program Record Number: IRB INF 075

Refugee Protection Operations – Schedules

Description: Links many variables including availability of facilities, counsel, interpreters, calendar errata and members assigned.

Topics: Hearing Schedules and Status.

Access: Records arranged in alpha-numeric order.

Program Record Number: IRB INF 070

Refugee Protection Operations – Statistics

Description: Numbers of hearings scheduled and completed, duration, continuations, adjournments, decisions, and participants.

Topics: Country, Status, Workload, Reasons.

Access: Records arranged in alpha-numeric order.

Program Record Number: IRB INF 080

Refugee Protection Operations – System to Track Appellants and Refugees (STAR)

Description: Information is tracked on claims for refugee protection, and appellants before the Immigration Appeals Division. Administrative data is also recorded on each case.

Topics: Refugee, persons in need of protection.
Access: Records arranged in alpha-numeric order.
Program Record Number: IRB INF 065

Research – Claimant Specific Information
Description: Specific information from Canadian and/or foreign sources related to an individual and/or to a specific claim, generally for use in one hearing. This information is not placed in the public domain.
Topics: Ministers' information, status of individuals in third countries, verification of membership in political and religious organizations; other.
Access: Files arranged in numerical order.
Program Record Number: IRB DOC 135

Research – General Country of Origin Information
Description: Canadian-compiled information on the human rights conditions in the country of origin of refugee claimants.
Topics: Issue papers, extended responses and responses to Information requests.
Access: Records arranged in alphabetical and numeric order; from 1995 onwards, reports available on IRB web site.
Program Record Number: IRB DOC 050

Research – Refugee Bibliographic Records
Description: A computerized record of documents held in Resource Centre and Regional Documentation Centres with refugee research value.
Topics: Author, Date, Abstracts, Location, Publisher, Dates, Edition.
Access: Records arranged by alphabetic and numeric order.
Program Record Number: IRB INF 090

Specific Information Research Unit Tracking System
Description: Claimant-specific files in an automated form from the Specific Information Research Unit of the Operations Branch.
Topics: Research directives seeking claimant-specific information for use in the hearing.
Access: Records arranged in numerical order.
Program Record Number: IRB DOC 140

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Particular Personal Information Banks

Immigration Division Case Files
Description: The files contain documents presented at an admissibility hearing, conference or detention review; or filed in making an application or motion, so that both the person concerned and representative of the Immigration

Department have knowledge of the information.

Class of Individuals: This personal information, recorded by name and file number, relates to the individual's file when a member is called upon to conduct either an admissibility hearing or a detention review.

Purpose: The purpose of this bank is to record information used in the conduct of admissibility hearings and detention reviews pursuant to the Immigration and Refugee Protection Act, the Regulations and the Immigration Division Rules. The material on file, which is adduced at the proceeding, is used by the member in making the decision on the allegations that were raised at the proceeding.

Consistent Uses: It may be shared for internal audit purposes. This information may be shared with Citizenship and Immigration Canada and Canada Border Services Agency.

Retention and Disposal Standards: The retention period for standard case files is ten years after the conclusion of the proceeding, after which they are destroyed. Certain case files for Archival or Historical purposes are retained for 65 years.

RDA Number: 96/037

Related PR#: IRB ADJ 120 /125 /130 /155 /160 /165

TBS Registration: 003312

Bank Number: IRB PPU 140

Refugee Protection Division Records

Description: The records contain all the documentation related to the processing of any action before the Refugee Protection Division of the Board, including all of the submissions, evidence and documents provided by the parties to the action before, during and after the hearing. Decisions of the Division, reasons for decisions, notices of any proceeding before a higher court and decisions of higher courts also form part of the record.

Class of Individuals: Persons whose claim for refugee protection has been referred to the Refugee Protection Division.

Purpose: This bank contains, in hardcopy and by audio recordings, the documentation and proceedings before the Refugee Protection Division of the Board.

Consistent Uses: Information is used to schedule and track cases before the Refugee Protection Division, and to report statistics on cases being processed by the Refugee Division. Selected information is shared with Citizenship and Immigration Canada, Canadian Security Intelligence Service, the Royal Canadian Mounted

Police, provincial and municipal police forces and Corrections Canada. A Board policy on the acquisition of claimant specific information has been implemented. Personal information is used not only to determine the claim for refugee protection of the person concerned, but may be used, when reasonable, to determine the claim(s) for refugee protection of any other person(s) concerned.

Retention and Disposal Standards: The standard case file is maintained in the regional office for six months after the final action is taken; it is then transferred to the National Archives of Canada, where it is retained for a further twenty years, after which it is destroyed. Certain case files for Archival or Historical purposes are retained for 65 years.

RDA Number: 96/037

Related PR#: IRB OPS 015 /065 /070 /080 /140

TBS Registration: 003971

Bank Number: IRB PPU 115

RPD Reasons for Decisions

Description: The records contain selected reasons for decisions from the Refugee Protection Division of the Board.

Class of Individuals: Persons whose claims for refugee protection have been referred to the Refugee Protection Division.

Purpose: To provide precedent cases from the Refugee Protection Division of the Board.

Consistent Uses: Tracking precedent cases from the Refugee Protection Division available through the Board's Regional Documentation Centres. Selected sanitized decisions are available through QuickLaw (Q.L.).

Retention and Disposal Standards: Upon approval of retention schedules the standard reasons for decisions are maintained at the Board for three years after the decision date, then referred to the National Archives of Canada to be retained for a further twenty years, after which they are destroyed.

RDA Number: 96/037

Related PR#: IRB DOC 060

TBS Registration: 002786

Bank Number: IRB PPU 120

Immigration Appeal Board (IAB) Records

Description: The records contain all the documentation related to the processing of any action before the former Immigration Appeal Board, including all the papers, submissions, evidence and exhibits provided by the parties to the action before, during and after the hearing. Decisions of the Board, the reasons for the decisions, notices

of any proceeding before a higher court and decisions of higher courts also form part of the record.
Class of Individuals: Permanent residents of Canada, or persons lawfully in possession of a valid returning resident permit, who have been ordered deported; persons holding a valid visa who are refused entry into Canada; Canadian citizens and permanent residents who have sponsored an application for permanent residence in Canada of a relative, after that application is refused; persons who filed applications for redetermination of claims to the former Immigration Appeal Board.
Purpose: This bank records, in hardcopy and by audio recordings, the proceedings before the former Immigration Appeal Board of Canada.
Consistent Uses: Information from Citizenship and Immigration Canada (C&I) was used in the Immigration Appeal Board proceedings.
Retention and Disposal Standards: The standard case file is maintained in the regional office for six months after the final action is taken; it is then transferred to the National Archives of Canada, where it is retained for a further ten years, after which it is destroyed. Certain case files for Archival or Historical purposes are retained for 65 years. All IAD decisions are kept forever as "Court of Record."
RDA Number: 96/037
Related PR#: IRB OPS 005
TBS Registration: 002340
Bank Number: IRB PPU 105

Immigration Appeal Division (IAD) Records
Description: The records contain all the documentation related to the processing of any action before the Immigration Appeal Division of the Board, including all the papers, submissions, evidence and exhibits provided by the parties to the appeal before, during and after the hearing. Decisions of the Division, the reasons for the decisions, notices of any proceeding before a higher court and decisions of higher courts also form part of the record.
Class of Individuals: Permanent residents of Canada, Refugees and protected persons, and persons holding a valid permanent resident visa who have been ordered removed from Canada; Canadian citizens and permanent residents who have sponsored an application for permanent residence in Canada of a close family member, after that application is refused; Permanent residents of Canada who have been determined outside of Canada by an officer of Citizenship and Immigration Canada (CIC) not to have fulfilled their

residency obligation.
Purpose: This bank records, in hardcopy and by audio tape recordings, the proceedings before the Immigration Appeal Division of the Board.
Consistent Uses: Information is used to schedule and track cases before the Immigration Appeal Division and to report statistics on cases being processed by the Immigration Appeal Division. Information is shared with counsel for appellants, Citizenship and Immigration Canada and Canada Border Services Agency. Information from Citizenship and Immigration Canada and the Canada Border Services Agency is used in the Immigration Appeal Division proceedings.
Retention and Disposal Standards: The standard case file is maintained in the regional office six months after the final action is taken; it is then transferred to the National Archives of Canada, where it is retained for a further ten years, after which it is destroyed. Certain case files for Archival or Historical purposes are retained for 65 years. All IAD decisions are kept forever as "Court of Record."
RDA Number: 96/037
Related PR#: IRB OPS 025
TBS Registration: 002341
Bank Number: IRB PPU 110

Interpreter Data
Description: The records contain all the documentation related to interpreters who may be contracted by the Board to assist in hearings before the Refugee Protection Division, the Immigration Appeal Division and the Immigration Division. The records include personal employment background information and may include the results of the Board's language test for interpreters.
Class of Individuals: Persons who may be contracted to provide interpreter services to the Board.
Purpose: This bank records personal information needed for the purposes of contracting interpreters.
Consistent Uses: Information is used to maintain records of interpreters who may be contracted to provide interpreter services to the Board.
Retention and Disposal Standards: Interpreter files are maintained in the regional offices where interpreters have submitted documentation for a minimum of two years after the last administrative action, after which the records are destroyed.
RDA Number: 98/005
Related PR#: IRB OPS 110
TBS Registration: 002952
Bank Number: IRB PPU 125

Research Directives – Claim and Claimant-Specific Information

Description: Claimant-related information, for example, names, dates and places of birth; nationality; political and religious affiliation; validity of travel documents bearing claimants' names, from Canadian and foreign sources.

Class of Individuals: Persons who claim to be Refugees or Protected Persons and who have been referred to the Refugee Protection Division.

Purpose: To confirm claimants' religious and/or political status, nationality, and residency in third countries for use in Refugee Protection Division hearings.

Consistent Uses: Disclosure of personal information to Citizenship and Immigration (MOU), R.C.M.P., foreign government and agencies and UNHCR, to identify the subject of the Member's research directive in order to facilitate the required research (Immigration and Refugee Protection Act).

Retention and Disposal Standards: Currently under review.

RDA Number: 2004/009
Related PR#: IRB DOC 135
TBS Registration: 003925
Bank Number: IRB PPU 145

Unsolicited Résumés and Applications (Regular Positions)

Description: Unsolicited résumés and applications including letters of reference and second language exams.

Class of Individuals: Non-public servants and public servants.

Purpose: The purpose of this data bank is to identify potential employees for the Board.

Consistent Uses: The information in this bank is used only for the purpose for which the information was collected.

Retention and Disposal Standards: Unsolicited résumés are retained in an inventory for 6 months. They are then purged and destroyed in classified waste. If they have been considered in any staffing action the résumé or application must be retained for two years, after which they are destroyed.

RDA Number: 98/005
Related PR#: IRB ADM 920
TBS Registration: 003179
Bank Number: IRB PPU 130

Complaints about the Conduct of Members

Description: This bank contains records related to complaints made by the public concerning alleged improper behaviour of a member pursuant to the "Protocol Addressing Member Conduct Issues."

Personal information includes the name of the member and the allegations made; testimony of witnesses; legal opinions; inquiries into alleged improper behaviour; and analysis reports of the inquiries. The bank may also contain personal information about the complainant, such as the fact that he/she is a refugee claimant, or counsel, and the circumstances leading to the complaint.

Class of Individuals: Members of the Immigration Appeal Division and the Refugee Protection Division of the IRB. (Persons who make decisions on cases heard by the IRB are called members.)

Purpose: The purpose of this bank is to maintain information concerning complaints made under the "Protocol Addressing Member Conduct Issues."

Consistent Uses: None.

Retention and Disposal Standards: Information is maintained for three years after the last administrative use in the case of founded complaints, and for two years after the last administrative use in the case of unfounded complaints. Once the Record Disposition Authority (RDA) has been approved, records will be destroyed after the retention period has expired.

RDA Number: 98/005
Related PR#: IRB OPS 020/025
TBS Registration: 005502
Bank Number: IRB PPU 155

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Hospitality

Personnel Security Screening

Relocation

Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes

Travel

Manuals

- Adjudication Division Procedures Manual

- "ATS" (Adjudication Tracking System) User Manual

- Backlog Subdivision Procedures

- Briefing Book for Members

- CRDD Case Processing Procedures Manual

- CRDD Handbook
- IAD Case Management Manual
- IAD Procedures Manual
- Immigration Division Case Management Manual
- Instructions for the Acquisition and Disclosure of Information
- Instructions Governing Extra-Hearing Communication Between Members of the Refugee Division and Refugee Claim Officers and Between Members of the Refugee Division and other Employees of the Board
- Operational Policies
- Oral Reasons Reference Manual
- Personnel Manual
- Policy and Procedures for Security Screening
- Procedures Manual for Refugee Protection Officers
- Quick Reference Book for RPOs
- RPD: Case Management Manual
- RPD Member's Handbook
- RPO Training Manual
- "STAR" (System for Tracking Appellants and Refugees) User Manual
- STAR Report Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Immigration and Refugee Board, its programs and functions, may be directed to:

Access to Information and Privacy Coordinator
Immigration and Refugee Board
344 Slater Street, 14th Floor
Ottawa, Ontario K1A 0K1

Telephone: 613-995-3514

Reading Room

The Board's Documentation Centres have been designated under the Access to Information Act as public reading rooms. Their addresses are:

Alberta

Fording Place
205 9th Avenue S.E., 9th Floor
Calgary, Alberta T2G 0R3

308 Highfield Place
10010 106th Street
Edmonton, Alberta T5J 3L2

Manitoba

391 York Avenue, Suite 220
Winnipeg, Manitoba R3C 0P4

British Columbia

Library Square
300 Georgia Street West, Suite 1600
Vancouver, British Columbia V6B 6C9

Headquarters

344 Slater Street, 11th Floor
Ottawa, Ontario K1A 0K1

Ontario

74 Victoria Street, Suite 400
Toronto, Ontario M5C 3C7

Quebec

Guy Favreau Complex
200 René Lévesque Boulevard West, Suite 001
Montréal, Quebec H2Z 1X4

Indian and Northern Affairs Canada

Chapter 85

General Information

Background

The Department was established under section 15 of the Government Organization Act, 1966, now the Department of Indian Affairs and Northern Development Act (RSC 1985 c. I-6, as amended). The Department is an amalgamation of the responsibilities of the then Department of Northern Affairs and Natural Resources and the then Department of Citizenship and Immigration, as it pertained to Indian people in Canada.

Responsibilities

The federal government's legislative responsibilities for Indians and Inuit derive from section 91 (24) of the Constitution Act (1867), formerly called the British North America Act, which gives the federal government the exclusive authority to pass laws relating to "Indians". The Indian Act, which remains the major expression of federal jurisdiction in this area, was passed, and a series of treaties was concluded between Canada and various Indian bands across the country. Federal jurisdiction for Indian peoples under the Constitution Act was subsequently (in 1939) interpreted by the courts to apply to Inuit as well. The Department derives many of its responsibilities for the North from the Department of Indian Affairs and Northern Development Act.

Within this legislative framework, the Department has a number of interlocking responsibilities and objectives. The Department's principal emphasis is on pursuing initiatives to assist First Nation communities to overcome obstacles to their development and to help them marshal the human and physical resources necessary to build and sustain viable communities. Particular focus is on negotiating First Nations governance, settling land claims, supporting the development of communities to improve on-reserve economic opportunities and living conditions, including their environmental health and safety situations, achieving the transfer of provincial-type responsibilities to the territorial governments, and promoting northern environmental awareness and sustainable development. Increasingly, the Department is devolving its powers and responsibilities to the First Nation peoples and territorial governments directly concerned.

Legislation

- Alberta Natural Resources Act

- An Act for the settlement of certain questions between the Governments of Canada and Ontario respecting Indian Reserve Lands Act

- An Act respecting the Caughnawaga Indian Reserve and to amend the Indian Act

- An Act respecting the Songhees Indian Reserve

- An Act to Amend the Nunavut Act and the Constitution Act, 1867

- An Act to confirm an Agreement between the Government of Canada and the Government of the Province of New Brunswick respecting Indian Reserves

- An Act to confirm an Agreement between the Government of Canada and the Government of the Province of Nova Scotia respecting Indian Reserves

- Arctic Waters Pollution Prevention Act

- British Columbia Indian Cut-off Lands Settlement Act

- British Columbia Indian Lands Settlement Act

- British Columbia Indian Reserves Mineral Resources Act

- British Columbia Treaty Commission Act

- Canada Lands Surveys Act (Part III)

- Canada Oil and Gas Operations Act

- Canada Petroleum Resources Act

- Canada-Yukon Oil and Gas Accord Implementation Act

- Canadian Environmental Protection Act, 1999

- Canadian Polar Commission Act

- Claim Settlement (Alberta and Saskatchewan) Implementation Act

- Condominium Ordinance Validation Act

- Cree-Naskapi (of Quebec) Act
- Department of Indian Affairs and Northern Development Act
- Dominion Water Power Act
- Environmental Protection Act
- Federal Real Property and Federal Immovables Act
- First Nations Commercial and Industrial Development Act
- First Nations Fiscal and Statistical Management Act
- First Nations Oil and Gas and Moneys Management Act
- First Nations Land Management Act
- Fort Nelson Indian Reserve Minerals Revenue Sharing Act
- Grassy Narrows and Islington Indian Bands Mercury Pollution Claims Settlement Act
- Gwich'in Land Claim Settlement Act
- Indian Act
- Indian Lands Agreement (1986) Act
- Indian Oil and Gas Act
- Indian (Soldier Settlement) Act
- James Bay and Northern Quebec Native Claims Settlement Act
- Kanesatake Interim Land Base Governance Act
- Labrador Inuit Land Claims Agreement Act
- Land Titles Repeal Act
- Mackenzie Valley Resource Management Act
- Manitoba Claim Settlements Implementation Act
- Manitoba Natural Resources Act
- Manitoba Supplementary Provisions Act
- Mi'kmaq Education Act
- Mine Health and Safety Act
- Natural Resources Transfer (School Lands) Amendment Act
- Nelson House First Nation Flooded Land Act
- Nisga'a Final Agreement Act

- Northern Canada Power Commission (Share Issuance and Sale Authorization) Act
- Northern Canada Power Commission Yukon Assets Disposal Authorization Act
- Northwest Territories Act
- Northwest Territories Waters Act
- Nunavut Act
- Nunavut Land Claims Agreement Act
- Nunavut Waters and Nunavut Surface Rights Tribunal Act
- Pictou Landing Indian Band Agreement Act
- Public Health and Safety Act
- Railway Belt Act
- Railway Belt and Peace River Block Act
- Railway Belt Water Act
- Sahtu Dene and Metis Land Claim Settlement Act
- Saskatchewan Natural Resources Act
- Saskatchewan Treaty Land Entitlement Act
- Sechelt Indian Band Self-Government Act
- Specific Claims Resolution Act
- Split Lake Cree First Nation Flooded Land Act
- St. Peter's Reserve Act
- St. Regis Islands Act
- Territorial Lands Act
- Tlicho Land Claims and Self-Government Act
- Transportation of Dangerous Goods Act, 1992
- Westbank First Nation Self-Government Act
- Western Arctic (Inuvialuit) Claims Settlement Act
- York Factory First Nation Flooded Land Act
- Yukon Act
- Yukon Environmental and Socio-economic Assessment Act
- Yukon First Nations Land Claims Settlement Act
- Yukon First Nations Self-Government Act
- Yukon Surface Rights Board Act

Organization

Administration Program

Corporate Services

Corporate Services is responsible for the Department's integrated management processes, including financial administration and management, frameworks for funding arrangements with First Nations, security emergency management to First Nations, contracts and administration, informatics and information management, the internal audit and evaluation of departmental programs, and the human resources function.

Office of the Corporate Secretariat

This Office serves as a central link on such matters as ministerial and executive correspondence, briefings, ministerial trips, Parliamentary relations, appointments, protocol, requests made under the Access to Information Act and the Privacy Act and allegations and complaints.

Indian and Inuit Affairs Program

Claims and Indian Government Sector

This Sector is responsible for managing the negotiation and settlement of comprehensive, specific and special claims with respect to Aboriginal rights and lawful obligations of other types or on other grounds, managing and conducting self-government negotiations in accordance with approved mandates, and providing support to negotiations being conducted by the regions. The Sector has the federal lead for developing the self-government policy framework to guide negotiations, managing the federal approval process for mandates and agreements, and developing the policy basis for a new fiscal relationship, including the development and implementation of appropriate fiscal relations policies and practices that complement policies on governance (under both the Indian Act and self-government regimes). It is involved in negotiations, research, policy development, funding support, and planning for and coordinating the implementation of any settlement or self-government agreements that are reached.

Lands and Trust Services Sector

This Sector works to fulfill the fiduciary and statutory obligations of the Government of Canada in matters respecting Indians and the lands reserved for Indians in relation to lands, oil and gas, natural resources, environment revenues, and trusts. It exists to protect and administer reserve lands and their resources, to create new reserves and add land to existing reserves, to administer the trust funds of bands and the estates of certain individual Indians, to administer the estates of deceased Indians who ordinarily live on-reserve, to determine the entitlement of persons to Indian status and band membership, and to maintain the Indian Register and departmentally administered band lists. It is also responsible for the administration of elections conducted and election appeals submitted in accordance with the election provisions of the Indian Act and the Indian Band Election Regulations, the provision of advisory services to First Nations regarding law-making under the Indian Act, and the review of bylaws enacted pursuant to sections 81 and 85.1 of the Indian Act. The Sector is also responsible for supporting the development of First Nations governance capacity. Additional activities include liaising with enforcement agencies regarding the enforcement of enacted bylaws, recording/inputting election events and bylaws that have come into force or have been disallowed by the Minister, and providing training in the areas of elections, bylaws, the Band Governance Management System and Estates Reporting System, and the Crown's treaty obligations. It also exists to assist First Nations in addressing environmental concerns affecting the health and safety and economic and social well-being of Indian people.

Policy and Strategic Direction

This Sector is responsible for identifying and integrating the Department's policy priorities and coordinating the work of responsible sectors related to policy analysis and development. The Sector manages the department's policy decision-making and approval processes, oversees strategic policy research, and coordinates the development of legislative, Cabinet and regulatory initiatives. It is responsible for managing the government's commitment to seek the advice of Treaty First Nations on how to interpret the treaties in contemporary terms. It is the lead for the Department's policy on gender equality analysis and the management system for implementation of the Strategic Environmental Assessment Cabinet Directive. The Sector coordinates, with responsible sectors, departmental-level relations with national and regional First Nation, Inuit and Métis organizations. It is also the focal point for relations with other federal departments, the provinces and

territories, foreign governments, and international organizations. In addition, it is responsible for the strategic management of Aboriginal and other litigation where the Department is the federal lead and for the test-case funding program.

Socio-Economic Policy and Regional Operations

The Socio-Economic Policy and Regional Operations (SEPRO) Sector is designed to improve links between operations and key policy/program areas. The overall objectives of the Sector are to strengthen both policy and operations functions and to enhance departmental client service capacity. The range of policies and programs administered by SEPRO covers areas from all aspects of economic and business development to major infrastructure, construction and housing activities, to complex education, health, legal and social income security services. The range of services and policy and program delivery frameworks developed and implemented by the Sector are comparable to those offered by a provincial government. SEPRO is the most geographically dispersed of all INAC sectors. Its senior management structure recognizes the importance of a regional perspective in supporting policy formulation and the need for flexibility when implementing policy, engaging many diverse First Nations and considering the important linkages to provincial governments.

Northern Affairs Program

The Northern Affairs Program (NAP) manages ongoing federal interests in the North, including federal northern policy, federal-territorial relations, aspects of claims and self-government implementation, the transfer of provincial-type programs and responsibilities to the territorial governments, and federal circumpolar activities. In the Northwest Territories and Nunavut, NAP is tasked with managing the sustainable development of the North's natural resources and with preserving, maintaining, protecting and rehabilitating the northern environment. In addition, NAP is responsible for assisting Northerners, including Aboriginal groups, to develop political and economic institutions that will enable them to assume increasing responsibility within the Canadian federation. In addition, the Program delivers national programs in the area of science and technology and food security and it fosters scientific investigation and technological development.

Regional Organizations

The regional offices are responsible for implementing departmental programs and policies. They are directly involved in funding First Nations and First Nation institutions and negotiating and implementing sectoral self government agreements and other intergovernmental arrangements. They also manage the delivery of residential education, social development and economic development services that have not yet been taken over by the First Nations. Regional staff work closely with local client groups, their representatives and representatives of provincial/territorial governments.

In addition, Northwest Territories and Nunavut regional officials are responsible for the management of minerals, including oil and gas, water and the majority of lands. They have responsibility for the environmental assessment of proposals for the use of these resources. These environmental assessments are carried out in conjunction with resource management functions. In addition, they are responsible for the management of orphaned and abandoned contaminated and waste sites on Crown land. The Nunavut Regional Office also provides support for the implementation of the Nunavut Land Claim Agreement.

For the next seven years, the Yukon Regional Office will continue the assessment and remediation of a number of sites identified in the Devolution Transfer Agreement through the Waste and Contaminants office and the new Type II Mine Sites Project office. The Yukon Environmental Socio-economic Assessment (YESA) Unit works with the Government of Yukon, Yukon First Nations and the YESA Board on the ongoing implementation of the YESA Act. The YESAA is a made-in- Yukon process for assessing the potential impacts of proposed development activities.

Information Holdings

Program Records

Administration Program

Allegations and Complaints
Description: A database that captures allegations and complaints processed under the Department's Corporate Manuals System, Financial Management Manual (Volume 3), Financial

Policies and Procedures, Transfer Payments, and (Part 5, Chapter 5.15) "Dealing with Allegations and Complaints" relating to recipients funded by the Government of Canada. It records allegations and complaints concerning compliance with the terms and conditions of funding arrangements and the delivery of programs and services such as Social Assistance, Education, Youth, and First Nation Child and Family Services. It also records allegations and complaints about recipients' non-compliance with Indian Act provisions on such matters as elections, lands, resources and Indian monies.
Topics: Information on allegations (criminal wrongdoing) and complaints (non-criminal concerns).
Program Record Number: INA CSS 151

Audit and Evaluation
Description: Audit – The Departmental Audit and Evaluation Branch (DAEB) provides objective and informative services to departmental senior management in order to improve the accountability of the Department for spending wisely and achieving concrete and measurable results. These services include independent internal audits and evidence-based program evaluations.
Topics: Audit – internal audit reports of departmental activities, Evaluation – evaluation reports of programs, initiatives and policies.
Program Record Number: INA CSS 400

Automated Real Property Management System
Description: Computerized records of base-level information on real property assets for which the Department is the custodian.
Topics: Information on land, structures, environmental matters, accessibility, security and heritage designation.
Program Record Number: INA CSS 080

Band Management and Funds
Description: Band local services, legal opinions, Orders in Council, Cabinet documents, Treasury Board submissions, association support and community-based planning.
Topics: Policy, eligibility, program descriptions, terms and conditions, funding formula/criteria, administrations, and operational guidelines.
Program Record Number: INA CSS 403

Cultural Contribution
Description: Contributions to Inuit organizations and individuals for the advancement of Inuit culture.
Topics: Exhibit openings and catalogues, arts and crafts, study tours and workshops, arts,

music, theatre, dance, films, literature, languages, newspapers, and anthropological and sociological studies and tours.
Program Record Number: INA CSS 044

Cultures and Customs
Description: The cultures and customs of Inuit people are outlined.
Topics: Arts and crafts – production, trademarks and Inuit artists' biographies.
Program Record Number: INA CSS 171

Emergency Management to First Nations Communities
Description: Information related to Public Safety and Emergency Preparedness Canada (PSEPC) and emergency management, including forest fire suppression and search and recovery on compassionate grounds.
Topics: Requests for reimbursement of expenses for emergency management, including forest fire suppression and search and recovery on compassionate grounds; Emergency Management and Forest Fire Suppression agreements with provinces or other emergency management organizations.
Program Record Number: INA CSS 090

Fixed Assets Module
Description: Information on moveable assets used within the Department.
Topics: Information on cost, date of purchase, serial number, location and custodian.
Program Record Number: INA CSS 081

Information Management
Description: Information produced during projects to assess, develop or implement practices that promote cost-effective management of information and ensure departmental compliance with legislative and policy requirements.
Topics: Functional requirements for electronic information and records management handling systems; directives and best practices for information handling; training and coaching on the use of information management applications; file classification systems, electronic document profiling conventions, essential records program, retention and disposition schedules, mail and distribution services, electronic telephone directory.
Program Record Number: INA CSS 376

Labour Force
Description: Records are kept on federal employment, training, literacy and adult basic education programs.

Topics: Employment-related training and mobility and labour force development.
Program Record Number: INA CSS 071

Management Development Training
Description: Provides support for management training and the development of First Nations based on community-identified concerns and needs. Provides resources to First Nations for the professional development and training of band administrators, managers and their staff. Provides funds for the development of their public service organizations to ensure that suitable management development programs and courses are available.
Topics: Management support and advice, systems development, organizational development, and management training.
Program Record Number: INA LTS 399

Non-Registered On-Reserve Population (Closed)
Description: Statistical information concerning the non-registered population residing on Indian reserves designated lands and surrendered lands.
Topics: Profiles of First Nation communities.
Program Record Number: INA CSS 204

Northern Expenditure System
Description: Expenditure and full-time equivalents (FTEs) data on programs and activities in, or for the area north of the 60th parallel, by 26 federal departments and agencies and the three territorial governments. Last publication available for year 1998-99.
Topics: Summary data on expenditures and FTEs are published in the Northern Expenditures publication.
Program Record Number: INA CSS 085

Ombudsman
Description: Information on difficult situations raised by departmental employees and approaches taken to solve situations. Statistics are kept on the subject, Sector involved, resolution and whether the employee is Aboriginal or non-Aboriginal.
Topics: These include, but are not limited to conduct of other employees and issues of ethical behaviour such as conflict of interest or activities that seem to be contrary to public service values and the public interest.
Program Record Number: INA DMO 100

Public Enquiries Contact Centre Call-tracking System
Description: The INAC Public Enquiries Contact Centre serves as the point of first contact for the department. The Centre is responsible for providing timely information services to the public in response to enquiries received about Indian and Northern Affairs Canada's programs, services and operations. Requests for information are received in both official languages and from various sources, including the general public, public institutions, other government departments, members of Parliament and the news media. Enquiries arrive by phone, e-mail, regular mail, Facsimile and in person.
Topics: Includes information about the request, the requestor and a brief description of the subject matter of the enquiry and the action taken by the Public Enquiries officer. Threatening calls are documented and the security and/or other law enforcement bodies are immediately alerted.
Program Record Number: INA CSS 250

Security Files
Description: Records related to employee identification, building security, security incidents, security violations and security investigations that contain personal information.
Topics: Identification card applications, building access register, security investigation reports, security incident reports, and authority for removal and access restriction.
Program Record Number: INA CSS 101

Security Screening Records
Description: Records related to the security screening of departmental employees and contractors (engaged by the Department) as required under the Government Security Policy.
Topics: Reliability checks, security clearances, name checks, credit checks, criminal records, security questionnaires and fingerprints that contain personal information.
Program Record Number: INA CSS 201

Services and Goods Contracts
Description: Information is included on services and goods contracts and the selection of suppliers.
Topics: Includes all aspects of services and goods contracts, including temporary help services, requests for proposals, contract awards and amendments.
Program Record Number: INA CSS 366

Territorial Socio-demographic Statistics and Research
Description: Information on the demographic and social conditions of registered Indians, Inuit and Northerners.
Topics: Population projections, social conditions, economic conditions, enrolment projections and community profiles.
Program Record Number: INA CSS 372

Territorial Socio-economic and Financial Data
Description: Collection, compilation and statistical interpretation of socio-economic and public finance data for the Northwest Territories and Yukon.
Topics: Data are published annually in Northern Indicators and then every five years following the Census in Northern Census Highlights.
Program Record Number: INA CSS 271

Threat and Risk Assessment Files
Description: Records related to the assessment of threats and risks to departmental programs, offices and facilities as required under the Government Security Policy.
Topics: Threat and risk assessment reports and remedial security measures and safeguards.
Program Record Number: INA CSS 301

Transfer Payments
Description: Authorities, policies, generic funding arrangements, reporting guides and technology used to direct approved funds for the benefit of Indian/Inuit/Innu communities and to ensure accountability.
Topics: Funding arrangements and recipient audits.
Program Record Number: INA CSS 040

Indian and Inuit Affairs Program

Aboriginal Workforce Participation Initiative
Description: The Initiative aims to increase the participation of Aboriginal peoples in the Canadian labour market by raising awareness, building employers' capacity and networking. The types of records kept include stakeholder information, studies, statistical data and research designed to promote Aboriginal workforce participation.
Topics: Aboriginal employment, Aboriginal workforce participation, communications, advocacy, partnerships and capacity building.
Program Record Number: INA SEP 085

Assisted Living
Description: Social support programs which provide supports to First Nation people who have functional limitations (because of age, health problems or disability) to maintain their level of functioning and to live in healthy and safe conditions. Records kept include research and discussion papers, policy analysis, funding arrangements with provincial governments, performance measurement and evaluation strategies and program directives.
Note: Formerly Adult Care.

Topics: Assisted Living, Adult Care, Institutional Care, In-Home Care, Foster Care.
Program Record Number: INA SEP 031

Band Governance Management
Description: Records include the implementation and maintenance of election events, elected Council profiles, by-laws, and law enforcement by giving advice and training; helping draft process development, appeal processes and procedures; the appointment of Justices of the Peace under the Indian Act.
Topics: By-laws, Elections, Estates, appeals, custom code.
Program Record Number: INA LTS 500

Capital Facilities and Maintenance Program
Description: Assistance to First Nations for the planning, design, construction, acquisition, and operation and maintenance of basic infrastructure and capital facilities on reserves. This includes water supply and sewers, roads, electrification, fire protection services, schools, and community buildings. Databases include the Capital Asset Inventory System (CAIS), the Asset Condition Reporting System (ACRS), and the Housing and Infrastructure Asset (H&IA) System. Records kept include related policies, level of service standards and correspondence.
Topics: Property and infrastructure, capital facilities, maintenance, roads, water, sewer, electrification, fire protection services, schools, and community buildings.
Program Record Number: INA SEP 087

Children's Programs
Description: Children's Programs aim to ensure that First Nation children receive the best possible opportunity to fully develop their potential as healthy, active and contributing members of First Nation communities. Records are kept on the expenditure of National Child Benefit Reinvestment (NCBR) dollars, number and type of projects undertaken by communities, impact (anecdotal) of projects, and number of families and children benefiting from NCBR projects.
Topics: Child care, child nutrition, support for parents, home-to-work transition and cultural enrichment.
Program Record Number: INA SEP 083

Claims and Indian Government Implementation
Description: Records are kept relating to the development and negotiation of implementation plans and the monitoring of implementation activities for comprehensive land claim agreements and self-government agreements.

Topics: Implementation plans, negotiations, funding arrangements, implementation issues, implementation-related legislation, policy positions and advice, boards and committees, federal obligations tracking, annual reports on implementation, financial tracking, research projects, studies and contracts, planning process, monitoring process, correspondence, and briefings.
Program Record Number: INA CIG 226

Communications

Description: Public (including media), inter-program, interdepartmental and intergovernmental information and briefing materials, communications planning, evaluation, polling, strategy development, and programming.

Topics: Communications plans, policies, studies, evaluations, programs, meetings and contracts, publications/newsletter, videos, exhibits, government/departmental communications guidelines, services, requirements, special communications events, media evaluations, polls, public, media and government requests for information, communications planning for Cabinet, and information on departmental mandates, objectives, programs and activities.
Program Record Number: INA PSD 381

Community Economic Development

Description: Provides core funding to First Nation and Inuit community organizations and organizations that they mandate or designate for community economic development planning and capacity development initiatives, development of proposals and leveraging of financial resources, and the provision of public services with regard to economic development. Types of records kept include information related to project proposals, their assessment, and the development and management of funding arrangements for approved projects.

Topics: Community Economic Development Program and program management.
Program Record Number: INA SEP 081

Community Economic Opportunities Program (Resource Access Negotiations Program, Resource Partnerships Program, Regional Partnerships Fund)

Description: The Community Economic Opportunities Program provides project-based support to First Nation and Inuit community organizations and the organizations they mandate or designate for public services with regard to economic development. Public services include getting community members into employment, developing community-owned and community-member businesses, developing community land and resources, accessing opportunities from land and resources beyond community control, promoting investment, and undertaking research and advocacy. Introduced in 2005-2006, the Community Economic Opportunities Program replaces the Resource Access Negotiations Program, Resource Partnerships Program and Regional Partnerships Fund. The types of records kept include project proposals, their assessment, and the development and management of funding arrangements.

Topics: Community Economic Opportunities Program, Resource Access Negotiations Program, Resource Partnerships Program, Regional Partnerships Fund, program management, project proposals, funding arrangements and reports.
Program Record Number: INA SEP 066

Comprehensive Claims

Description: Records relating to the negotiation and settlement of modern comprehensive land claims and the government process for managing these activities.

Topics: Claim issues and negotiations, policy positions, the claims negotiations and governmental approval processes, government obligations, precedents, statistics related to comprehensive claims, and various studies related to modern treaties.
Program Record Number: INA CIG 016

Cultural Education Centres Program

Description: Provides funding to First Nations, Inuit and Innu communities to support the expression, preservation, development and promotion of their cultural heritage through 112 cultural centres. Records kept include program guidelines, program terms and conditions, activity and financial reports, correspondence, program evaluations and audits.

Topics: Cultural education centres, heritage, culture.
Program Record Number: INA SEP 507

Data Development and Performance Measurement

Description: Information is kept on the activities (meeting minutes) of the First Nations Data Statistics Technical Table Performance Measurement Frameworks for First Nations Social Programs, indicator and benchmark development as well as Comprehensive Community Planning Models and the Sustainable Development Strategy research and discussion papers.

Topics: Data-sharing protocols, capacity development with regard to data collection and analysis, and info-structure needs with regard to First Nations and First Nation-centred indicator and performance measurement frameworks.
Program Record Number: INA SEP 084

Economic Development Policy
Description: INAC's role in First Nations, Inuit and Innu economic development is to develop the policy and programming framework necessary to strengthen community economic development capacity, to reduce obstacles and increase access to economic opportunities and to increase participation in local and national economic growth.
Topics: Access to lands and resources, community economic development, economic infrastructure, resource development, access to capital, economic partnership.
Program Record Number: INA SEP 086

Education Policy
Description: Information regarding the coordination of programs relevant to the education of First Nation and Inuit students. Records kept relate to research projects, studies, policy positions, evaluations, and performance measurement and policy frameworks. A database on high-cost special needs services has been developed, with aggregate information only that includes information on total number of students requiring and receiving services/assessments, number of Individual Education Plans, special education policies, training and developmental opportunities, linkages with other programs and services, and organizational capacity and infrastructure.
Topics: Elementary, secondary, special education, post-secondary education, cultural/educational centres, and First Nations and Inuit youth employment.
Program Record Number: INA SEP 041

Elementary/Secondary Education Program
Description: Provides funding to ensure students who reside on reserve have access to elementary/secondary education programs comparable to those provided in the province in which the reserve is located. Records kept include program guidelines, research, correspondence, project proposals and reports, program terms and conditions, program evaluations and audits.
Topics: Education, instructional services, band-operated schools, student support services, school board type services.
Program Record Number: INA SEP 501

Environmental Management Information
Description: Records are kept relating to the Contaminated Sites Management Program on reserve lands, environmental assessment, fuel tanks, waste sites and other environmental issues. The associated data system is the Environmental Stewardship Strategy Information Management System (ESSIMS), a Web-based relational data management system.
Topics: Identification, assessment and remediation of environmental issues and associated costs through contributions, contribution funds toward First Nations' representation.
Program Record Number: INA LTS 131

Family Violence Prevention Program
Description: Records of funding to First Nation communities for Family Violence Prevention Projects and operational funding to 35 family violence shelters. Provides core funding to the National Aboriginal Circle Against Family Violence. Records kept pertain to program guidelines, performance indicators, research and policy papers, and project proposals.
Topics: Family violence, transition, second stage, emergency shelters and prevention projects.
Program Record Number: INA SEP 402

First Nations Child and Family Services
Description: Support for culturally appropriate child welfare services for registered Indian children and their families, resident on reserve. Records kept include policy analysis and frameworks, performance measurement, evaluation strategies, funding, research and discussion papers, program directives and program terms and conditions, budget and planning information, particular case files and program review.
Topics: First Nation child and family services, child welfare, children in care, number of children in care, institutional care, foster care and group home care operations.
Program Record Number: INA SEP 502

First Nation Land Management Initiative
Description: The First Nations Land Management Initiative is a First Nations led initiative that is supported by the Framework Agreement on First Nations Land Management (Framework Agreement) and ratified by Parliament through the First Nations Land Management Act. The Framework Agreement and the Act allow signatory First Nations to opt out of the land management sections of the Indian Act to establish their own land management and resource regimes. This important sectoral self-government arrangement

is managed by the Department of Indian and Northern Affairs Canada, in partnership with the Lands Advisory Board, a First Nation institute appointed by the 45 First Nations currently participating in the Initiative.

Topics: Documents related to correspondence with First Nations, First Nations' land codes, First Nations' Individual Transfer Agreements, registry regulations, Environmental Management Agreements, environmental site assessments, legal land descriptions, matrimonial real property laws, legislative amendments to the Framework Agreement and the FNLMA.

Program Record Number: INA LTS 100

First Nations and Inuit Veterans

Description: Veterans' Land Act (VLA) (records relating to INAC's involvement in veterans' issues as it pertains to its past role in administering benefits, pursuant to the VLA) and its support for commemoration of First Nation veterans' contributions in support of Canada in wartime and for addressing First Nation veterans' grievances.

Topics: VLA, National Round Table on First Nations' veterans, funding agreements with veterans' organizations, conferences, committees, meetings, policy advice, correspondence, briefing notes, studies, reports, communications, public education and commemorative activities.

Program Record Number: INA PSD 060

First Nations and Inuit Youth Employment Strategy

Description: Records are kept on the implementation and results achieved under the Strategy's four programs, including number of participants, program guidelines, promotional materials and resource materials.

Topics: First Nations and Inuit Student Summer Employment Opportunities Program, First Nations and Inuit Youth Work Experience Program, First Nations and Inuit Science and Technology Program, and First Nations and Inuit Career Promotion and Awareness Program.

Program Record Number: INA SEP 005

First Nations Water Management Strategy (FNWMS)

Description: A seven-part Water Management Strategy aims at improving the safety of water supplies in First Nation communities. Records are kept on information relating to water and wastewater services, research and policy analysis, program guidelines, operation and maintenance of facilities, and training of operators.

Topics: Water and wastewater systems, training and certification of operators, classification of waste and wastewater facilities, and water quality.

Program Record Number: INA SEP 403

Fiscal Policy

Description: Records relating to fiscal transfer programs in Canada and some other countries and description and analyses of new fiscal relationships involving Canada, Aboriginal groups, provinces and territories and of the status of discussions and/or negotiations or processes related to developing new fiscal relations in the context of both the current legislative framework and future self-government arrangements.

Topics: Federal and INAC policies and programs, fiscal relations policies and issues, fiscal relations negotiation tables, taxation issues, administrative, financial and personnel matters, workshops, meetings, conferences, and studies (public sources, para-public institutions, academic sources).

Program Record Number: INA CIG 001

Gender Equality

Description: Records relating to gender equality analysis as it pertains to the development and implementation of INAC's gender equality analysis policy and INAC's role in promoting its policy to other government departments as well as outside the government.

Topics: INAC's Gender Equality Analysis Policy, INAC's Gender Equality Guide, national and international conferences, National Aboriginal Women's organizations, funding agreements, committees, meetings, presentations, policy advice, correspondence, briefing notes, studies, reports, communications, and training tools.

Program Record Number: INA PSD 434

Income Assistance

Description: Provision of basic and special needs assistance to on-reserve residents in need based upon provincial standards, eligibility criteria and benefit rates. Records are kept on funding information, reform initiatives, program management and information related to the criteria for funding, provincial and territorial standards.

Topics: Income assistance, income support, social assistance, basic needs, special needs, children out of parental home (COPH).

Program Record Number: INA SEP 504

Implementation of the James Bay and Northern Quebec Agreement (JBNQA) and the Northeastern Quebec Agreement (NEQA), Implementation Agreement
Description: Information concerning the JBNQA, the NEQA and the implementation agreements concerning the Inuit governments and the administration of lands.
Topics: Land regime, local government, health and social services, education, administration of justice, police, environment, hunting, fishing and trapping, compensation, legal entities, economic and social development, and Income Security Program.
Program Record Number: INA CIG 011

Indian Act Alternative
Description: Records relating to the financial and technical support provided to various Chiefs' Working Groups in their pursuit of alternative legislation to the Indian Act.
Topics: Land management, forestry and governance.
Program Record Number: INA PSD 394

Indian Government Support (IGS)
Description: Programs aimed at strengthening the capacity of First Nation administrative institutions.
Topics: Information pertaining to Band Support Funding (BSF), including Professional and Institutional Development, Tribal Council Funding (TCF), Band Advisory Services (BAS), Band Employee Benefits (BEB), and Indian and Inuit Management Development (IIMD).
Program Record Number: INA LTS 401

Indian Lands Registry
Description: Contains information and documentation pertaining to the management, surveys and establishment of Indian reserves across Canada.
Topics: Agreements, individual land holdings, leases, permits, rights of way, surveys and other interests granted in Indian reserves or designated or surrendered lands; the Indian Lands Registry System is the authoritative source for reserve names.
Program Record Number: INA LTS 111

Indian Registration and Band Membership
Description: Records relating to the determination of entitlement to registration and band membership, transfer of control of band membership to Indian bands, the amalgamation of two or more Indian bands to form a single band, the division of existing bands into two or more bands, and the constitution of new bands from registered Indians and/or members of existing bands.
Note: The name of the band concerned should be included with each request.
Topics: Subjects include entitlement of individuals to registration and band membership, adoptions, protests, births, marriages, divorces, deaths, transfers between bands, band membership rules and records access requests.
Program Record Number: INA LTS 121

Information Disclosed to Federal Investigative Bodies
Description: Records on the requests for disclosure and the disclosure of personal information to federal investigative bodies pursuant to subsection 8(2)(e) of the Privacy Act.
Topics: Requests for disclosure from and disclosure to Federal Investigative Bodies under subsection 8(2)(e) of the Privacy Act.
Program Record Number: INA OCS 100

Intergovernmental Relations
Description: Records relating to bilateral and multilateral intergovernmental relations; policy analysis and support with regard to intergovernmental relations affecting policy and program development and delivery; policy analysis and support with regard to relations between Canada and national and regional Aboriginal organizations, including related partnerships, policies, funding and administrative services.
Topics: Policy analysis and support with regard to intergovernmental relations affecting policy and program development and delivery; departmental engagement in multilateral intergovernmental relations; bilateral intergovernmental relations with Canadian regions; departmental implementation of national federal-provincial-territorial policies and initiatives; policy analysis and support with regard to relations between Canada and national and regional Aboriginal organizations; departmental policy on funding to national and provincial/territorial First Nations political representative organizations; correspondence; and briefing notes.
Program Record Number: INA PSD 500

International
Description: Records relating to Aboriginal issues in international fora, primarily developments on human rights, environment, trade issues, United Nations' organizations, and the International Decade of the World's Indigenous People.
Topics: Multilateral and international organizations, human rights conventions, international conferences, developments in other

countries, traditional knowledge, sustainable development, visits to and from Canada, international communications, and the International Decade of the World's Indigenous People.
Program Record Number: INA PSD 395

Justice Programs
Description: Various justice programs being delivered in First Nation communities by other departments. Records are kept on meetings and policy and research papers.
Topics: Aboriginal Justice Strategy, crime prevention, youth justice, Aboriginal policing, Aboriginal corrections, section 89: Enforcement of Child Support On-Reserve, firearms, gaming and special needs offenders.
Program Record Number: INA SEP 082

Legislation: Institutional Development
Description: Information on the creation of the First Nations Tax Commission, First Nations Finance Authority, First Nations Financial Management Board and First Nations Statistics.
Topics: First Nations Tax Commission, First Nations Finance Authority, First Nations Financial Management Board and First Nations Statistics.
Program Record Number: INA LTS 040

Legislation, Policy and Program Development Information
Description: Resource data and relevant federal, provincial and private sector program and policy information that might affect or influence the administration and management of natural resources on Indian lands.
Topics: Federal, provincial and private sector program and policy information.
Program Record Number: INA LTS 106

Litigation Management and Resolution Branch
Description: Information on specific issues related to litigation involving or of interest to the Department and files related to the Aboriginal Healing Foundation, an independent, Aboriginal-operated non-profit corporation for which responsibility was transferred to Indian Residential Schools Resolution Canada in October 2004.
Topics: Documents related to litigation, research reports, policy and legal positions, litigation management and resolution processes, test-case funding, case summaries, court rulings, correspondence, copies of statements of claim, statements of defence, personnel records and detailed invoices for legal representation.
Program Record Number: INA PSD 393

Manitoba Northern Flood Agreement
Description: Advice and assistance to Manitoba First Nations on the Northern Flood Agreement and related developments of the Churchill Nelson Rivers Diversion Project.
Topics: Flood and water control, resource development impacts, and negotiations.
Program Record Number: INA LTS 136

National Child Benefit Reinvestment (NCBR) Projects
Description: Information related to the range of programs and services that have been developed by First Nation communities for low-income families and children.
Topics: Number of families and children who benefited from NCBR programs, types of reinvestment programs, and program funding.
Program Record Number: INA SEP 940

Natural Resources Development
Description: Renewable and non-renewable resource development activities on and off reserves.
Topics: Mineral inventories, contribution funding for resource development initiatives, and resource development policies and procedures.
Program Record Number: INA LTS 076

Oil and Gas
Description: Oil and gas resources on Indian reserve lands.
Topics: All matters relating to the inventory, control, development and management of oil and gas.
Program Record Number: INA LTS 096

On-Reserve Housing Policy
Description: Housing assistance for First Nations and training and integration with related programs such as economic development and community infrastructure. Records are kept on housing policy, program directives, project proposals, program reporting and community case studies.
Topics: Housing, house maintenance and insurance, ministerial loan guarantee for housing, renovations, construction, and economic development, community infrastructure; Innovative Housing Fund, House Training Fund, Long-Term Capital Plan.
Program Record Number: INA SEP 404

Operations Management
Description: Participates with departmental sectors, and the seven regions south of 60 in the establishment and management of operational performance standards, monitoring regimes and accountability fora; establishes and manages

an issues tracking regime to monitor emerging operational issues and manages an integrated crisis response capacity among sectors and regions. Key activities include resolving management variances pertaining to social and education programs; strengthening across all regions the capacity to respond to all incidents and crises in an effective, consistent and coherent fashion; and defining the impact of organized crime on community well being and governance.

Topics: Modern Comptrollership, business systems, reconciliation of program authorities and business practices, and incident and crisis management.

Program Record Number: INA ROS 100

Operations Policy

Description: Coordinates the development, management and evaluation of operational policies; establishes a consultative program to create, clarify, and interpret a regime of functional direction within the Sector; and directs the Sector's participation on intra and inter-sectoral task forces, committees, working groups, and other investigative fora. Key activities currently include collaborating with regions, sectors, central agencies and First Nations, to lead the development of a Comprehensive Community Planning strategy to support implementation of FMM commitments in furtherance of better relationships, measurable results and sustainable community development.

Topics: Operations policy, operational realities, operational policies and programs, and operational linkages.

Program Record Number: INA ROS 200

Policy

Description: Coordination of operational and policy issues pertaining to Indian monies (per capita distributions, incompetents, minors), estates, band elections, election appeals, removals from office, resignations from office, orders bringing First Nations under the application of the election provisions of the Indian Act, orders removing First Nations from the applications of the election provisions of the Indian Act, bylaw reviews, bylaw disallowances, bylaw enforcement, Indian band lists, and band membership and registration, appointment of the Justices of the Peace.

Topics: Indian Act revision and First Nation government legislation.

Program Record Number: INA LTS 126

Post-Secondary Education Program

Description: Support for increased participation and success of First Nation and Inuit students in recognized PSE programs; support for the improvement of participant employability; and assistance to eligible students with tuition fees, books and travel, and living expenses when applicable. Records capture information on students, including age, gender, region of study, band with financial responsibility, administering organization, institution attended, area of study, qualification sought, program length, part-time or full-time status. As well, information is collected on funding First Nation education organizations, post-secondary institutions and other eligible Canadian post-secondary institutions to develop and deliver special programs for students who are registered as Indians.

Topics: Post-Secondary Education, funding, education support.

Program Record Number: INA SEP 505

Procurement Strategy for Aboriginal Business

Description: The Procurement Strategy for Aboriginal Business (PSAB) aims to increase the number of Aboriginal suppliers bidding for and winning federal government contracts. Types of records kept include stakeholder information, studies, statistical data and research designed to promote Aboriginal procurement within the federal government.

Topics: Procurement strategy, communications, advocacy, supplier development and sector studies.

Program Record Number: INA SEP 132

Public-Private Partnerships

Description: Records relating to policy development and pilot projects for public-private partnerships between First Nations, the private sector and INAC.

Topics: Background investigations and policy reviews, presentation materials, financial modelling, discussions with First Nations and other Aboriginal organizations, discussions with the private sector, and the development and testing of ideas at the project level.

Program Record Number: INA SEP 001

Sector Strategy and Co-ordination Unit

Description: Supports the effective participation of all elements of the Sector in the Integrated Planning and Reporting System. Identifies, develops, manages and represents Sector interests on policy issues that affect more than a single Program Activity/Branch. Develops and represents comprehensive, consistent Sector-wide

positions in responding to litigation.
Topics: planning, policy development, litigation planning, policy development, litigation.
Program Record Number: INA ROS 300

Self-Government

Description: Records relating to the implementation of the inherent right and negotiation of Aboriginal self-government, status of negotiations with respect to such issues as lands and resources, legal status and capacity, governance (e.g. structures and procedures of government), membership, financial arrangements, application of the Indian Act, infrastructure, education, social and welfare services, justice, health, wildlife management, agriculture, environment, succession, culture, traffic and transportation, implementation plans, policy development, and process and machinery for the implementation of the inherent right of Aboriginal self-government.
Topics: Committees, procedures and meetings (Federal Steering Committee on Self-Government and Comprehensive Claims, Steering Committee on Self-Government and Comprehensive Claims), policy guidelines, policy advice, self-government proposals, assessments and responses, negotiation reports, conferences, and workshops.
Program Record Number: INA CIG 006

Service Transformation Directorate

Description: Conceptualizes and activates service improvement strategies and management frameworks to strengthen operational cohesion among INAC business lines and recommends new service improvement initiatives. Considers how INAC strengthens its service delivery channels in working with First Nations, their organizations and partners. The directorate has developed a service delivery satisfaction survey, piloted in Ontario, which will soon be deployed in the Atlantic and BC regions. In addition, the directorate has worked in partnership with Communications in the development of enhanced communications materials to support front line staff in fulfilling their responsibilities. Other tools for the front-line include an innovative web site for the SEPRO Sector and audit review process tools. Conceptual work on Centres of Excellence and shared services that will assist in achieving expenditure review targets.
Topics: Strengthening front-line operations, service improvement, modern comptrollership and innovation.
Program Record Number: INA ROS 400

Social Development Policy

Description: Records covering subjects related to Income Assistance, First Nations Child and Family Services, Assisted Living (formerly Adult Care), the Family Violence Prevention Program, and the National Child Benefit Reinvestment initiative. Records are kept on performance measurement strategies, performance indicators, evaluation frameworks, research, and policy analysis.
Topics: Income assistance, First Nations Child and Family Services, Assisted Living, Family Violence Prevention Program and the National Child Benefit Reinvestment initiative.
Program Record Number: INA SEP 046

Special Claims

Description: Process for the analysis, negotiation and settlement of grievances that do not meet the criteria of the comprehensive or specific claims programs. Assessment of comprehensive claims submissions.
Topics: Information on the analysis and negotiation of special claims, research projects, research services, and information on claims or special historical situations.
Program Record Number: INA CIG 392

Special Education Program

Description: Provides services to improve the educational achievement levels of First Nations students by providing access to special education programs and services that are individually and culturally sensitive, and meet provincial standards within the locality of the First Nations. Records kept include program guidelines, national annual SEP data summary reports, statistical data, terms and conditions, correspondence, briefing notes, and funding protocols and allocations. Program data information includes number of students who have high-cost special education needs, number and type of special education program and services provided, student's progress (Individual Education Plans), inter-agency collaboration, number of certified special education teachers and provincially certified teachers, teacher and para-professional training, including professional development, student assessments and assessment referrals.
Topics: Special Education Program, high cost special needs, special education needs, special needs.
Program Record Number: INA SEP 510

Specific Claims

Description: Information records are kept on the specific claims process and negotiations

and outcomes.
Topics: Claims-related research and negotiations, policy positions, compensation of claims, and the specific claims process.
Program Record Number: INA CIG 141

Statistics and Reference Documents
Description: Statistics and information on the history of the Canadian Indian.
Topics: Statistical information, in-house reports, unpublished research documents and papers, policy statements, procedures and guidelines, Orders in Council, Treasury Board minutes and circulars, program delegations of authority relating to the Indian and Inuit Affairs Program, and annual reports.
Program Record Number: INA LTS 109

Taxation
Description: Minimal records are kept by Band Governance on property taxation bylaws adopted by First Nations.
Topics: All matters relating to property taxation and business licensing on reserve lands are handled by the Indian Taxation Advisory Board (ITAB).
Program Record Number: INA LTS 091

Treaty Land Entitlement
Description: Information on treaty land entitlement issues, claims and specific processes.
Topics: Saskatchewan Framework Agreement, Manitoba Framework Agreement, policy positions and third-party interests.
Program Record Number: INA CIG 600

Treaty Payments
Description: Information on the provision of annual treaty annuity payments, hunting and fishing allowances, and triennial clothing as provided for in the eleven numbered and two Robinson treaties.
Topics: Provision of annual treaty annuity payments, hunting and fishing allowances, and triennial clothing.
Program Record Number: INA LTS 999

Treaty Policy Directorate
Description: The Directorate serves as a centre of expertise for the understanding of historic treaties with Indians and works to affirm the importance of the treaty relationship and to build and develop bridges between the historic treaties and modern relationships. The Directorate conducts research, discusses treaty issues with First Nations to achieve common understandings, provides information and advice to federal departments, promotes public understanding of historic treaty issues, and develops policy.

Topics: Exploratory treaty discussions, Office of the Treaty Commissioner in Saskatchewan, treaty issues and claims, historic treaty-related litigation and legal issues, and individual treaty files.
Program Record Number: INA PSD 855

Trust Moneys and Estates
Description: Records are kept on monies held in the Consolidated Revenue Fund on behalf of Indian bands and certain individuals.
Topics: Trust accounting information, per capita distributions, and monies of minors, mental incompetents, adoptees, deceased Indians and missing persons.
Program Record Number: INA LTS 300

Women's Issues
Description: Records relating to the Women's Issues and Gender Equality Directorate as providing a focal point on First Nation women's issues within the Department and acts as an advocate across the government.
Topics: First Nation women's rights, socio-economic issues, national conferences, women's organizations, funding agreements, committees, meetings, policy advice, correspondence, briefing notes, studies, reports, communications, public education, commemorative activities, and Special Representative on the protection of First Nation women's rights.
Program Record Number: INA PSD 955

Northern Affairs Program

Advisory Committee on Northern Development
Description: Support of the Advisory Committee on Northern Development.
Topics: Sub-committees on communications, science and technology, transportation, finances, employment of Native Northerners, northern training programs, agendas, and minutes.
Program Record Number: INA NAP 156

Circumpolar
Description: Provides consultative coordination and secretariat functions related to circumpolar issues. Promotion and coordination of multilateral circumpolar cooperation by hosting the secretariat to Canada's Arctic Council Senior Arctic Official (SAO), providing policy advice with respect to the Arctic Council and other matters relating to circumpolar issues. Engage in bilateral cooperation with the Arctic states, including Norway, Finland, Denmark/Greenland, the United States, as well as the E.U. and Russia.
Topics: Circumpolar co-operation, Arctic Council, Canada-Russia Arctic co-operation

and sustainable development.
Program Record Number: INA NAP 396

Devolution and Major Programs
Description: Records pertaining to the devolution of health services in the territories.
Topics: Devolution of health services in the territories.
Program Record Number: INA NAP 203

Employment Northern
Description: The information includes workforce information on northern projects, employers and the socio-economic aspects of northern development.
Topics: Employment and recruiting, counselling, unions, studies, surveys, reports, statistics, and memoranda of understanding.
Program Record Number: INA NAP 276

Environmental Studies Revolving Fund (ESRF) Studies
Description: Records relating to ESRF studies.
Topics: Physical environmental effects of oil and gas activities, the interaction of such activities with living organisms on the land, in the sea and in the air, the research and development necessary to bring mitigating technologies into effect, the development of long-term biological monitoring, the socio-economic effects of oil and gas activities in terms of employment, training, waves, sea, bottom ice, scour, oil spill research and countermeasures, social issues north, social issues south, effect monitoring, icebergs, and bottom sediment transport.
Program Record Number: INA NAP 241

Exploration and Geological Services
Description: Production and dissemination of geological information for the Northwest Territories and Nunavut.
Topics: Published maps and reports and open-file maps and reports, including those submitted for representation work requirements; also, specialized libraries for air photos and drill cores.
Access: Filed by locality, name and owner of mineral property, publication title, author and publisher.
Program Record Number: INA NAP 296

Federal-Territorial Agreements and Arrangements
Description: Agreements and arrangements with the Yukon, Nunavut and Northwest Territories.
Topics: Agreements and arrangements with the Yukon, Nunavut and Northwest Territories.
Program Record Number: INA NAP 166

Hospital and Physician Services Northwest Territories and Nunavut
Description: Administers financial grant agreements to reimburse the Government of the Northwest Territories and the Nunavut Government for a portion of of the territorial governments' costs in providing hospital services and physician services to Status Indians and Inuit residing in the respective territory.
Topics: Grant Agreement, Hospital and Physician Services.
Program Record Number: INA NAP 180

International Affairs and Relations
Description: International affairs and relations with foreign countries.
Topics: Arctic and Antarctic science co-operation, human rights, marine science, economic development, and environmental co-operation.
Program Record Number: INA NAP 191

Land Use Planning in the North
Description: Land use plans will be developed in the coming years pursuant to a number of northern land claim agreements.
Topics: Structure and organization, northern land use planning publication, planning appraisals, plan implementation, government/Aboriginal/industry liaison, agreements, commissions, and planning areas.
Program Record Number: INA NAP 261

Major Non-renewable Resource Development Projects
Description: Files on the coordination of government activities relating to the assessment and, as appropriate, the implementation of major industrial projects to develop northern non-renewable resources.
Topics: Oil and gas, mining and other individual development projects.
Program Record Number: INA NAP 311

Northern Air Stage Program (Food Mail Program)
Description: Administration of the funding provided to Canada Post Corporation to subsidize the shipment of perishable food and other essential items to isolated northern communities.
Topics: Agreement between INAC and Canada Post Corporation, public consultations, food price surveys, northern food baskets, nutrition surveys, food security, air stage volumes, revenues and costs, and socio-economic conditions in isolated communities .
Program Record Number: INA NAP 397

Northern Economic Development
Description: Records outline the planning and development of programs to encourage economic development in the North.
Topics: Agriculture, northern businesses and co-operatives, employment and labour, fishing, forestry, industrial development funds, loans, recreation and tourism, taxation and royalties, energy regulation, distribution and consumption, population growth and structure, northern Aboriginal employment and relocation, and the social aspects of employment.
Program Record Number: INA NAP 266

Northern Lands
Description: The protection, conservation, management and administration of territorial lands under the control of the Department are described.
Note: Claims arranged individually; Arctic land use projects arranged by project name.
Topics: Territorial lands, legislation, land use operations, Arctic land use, planning, inventory, surveys, mapping, reservations, roads, highways, airports, airstrips, recreation, parks, game preserves, sanctuaries, International Biological Program ecological sites, transfers, claims, Indian reserves, pipelines, railways, electric power development, transmission lines, communication facilities, sub-surface rights, studies, assessments, granular materials, waste collection, agriculture, town sites, settlements, group/guard (land identifiers), trespass, northern land use planning, ports, and harbours.
Program Record Number: INA NAP 246

Northern Mineral Policy
Description: Information on the development of policies to encourage exploration and orderly development of resources in northern Canada.
Topics: Northern Mineral Policy, Aboriginal issues, regulatory review, fiscal regime, mineral tax incentives, mineral potential, project assessment and project monitoring, and further processing and smelter feasibility studies and reclamation policies.
Program Record Number: INA NAP 281

Northern Mining
Description: The filing and recording of mineral rights in the Northwest Territories and Nunavut.
Topics: Claims, coal, companies, exploration, exports, geology, inspections, maps and charts, prospecting and prospectors, prospecting permits, quartz mining, recorders and agents, regulations, research, studies and surveys, reports and statistics, mining leases, coal exploratory licences, mining royalties, and technical exploratory work

reports (Published up-to-date claim reference maps are available to the public at nominal cost).
Program Record Number: INA NAP 286

Northern Policy Development
Description: These records contain policy analysis and development.
Topics: General range of policy issues relating to federal responsibility in the North.
Program Record Number: INA NAP 146

Northern Political Development
Description: Records pertaining to political and constitutional development in the territories.
Topics: Political and constitutional development.
Program Record Number: INA NAP 202

Northern Regulatory Review
Description: Reports, articles and correspondence about regulatory and approval processes north of the 60th parallel.
Topics: Regulatory and approval processes north of the 60th parallel.
Program Record Number: INA NAP 321

Northern Scientific Training Grants
Description: All applications made since 1963 by Canadian universities in the Northern Scientific Training Grants Program.
Topics: Training grants and northern research.
Program Record Number: INA NAP 211

Northern Water Resources
Description: Control, development and management of water resources in the Northwest Territories and Nunavut are included.
Topics: Hydro power, hydrometric network, meteorological and water quality networks, licences, regulations, studies, and surveys.
Access: Licences arranged by location.
Program Record Number: INA NAP 251

Northwest Territories
Constitutional Development
Description: Records relating to the development of a new constitution in the Northwest Territories.
Topics: Constitutional Development Steering Committee, Constitutional Working Group, public consultations on new constitution, "Partners in a New Beginning", "Common Ground", Aboriginal Summit, Northwest Territories' Political Accord and federal funding support.
Program Record Number: INA NAP 501

Northwest Territories Devolution
Description: Records relating to devolution negotiations to transfer administration and control of public lands and resources and law-making powers in the Northwest Territories.

Topics: Devolution negotiations.
Program Record Number: INA NAP 100

Nunavut Implementation
Description: Records relating to the creation of the Nunavut Territory and government on April 1, 1999.
Topics: Human resources planning and development for Nunavut, training, Inuit employment plans, infrastructure development, cost estimates, reports, surveys and studies of Nunavut implementation, legislation, heraldry, information technology, celebrations, federal coordination, Interim Commissioner's role and responsibilities, minutes of meetings, statute revisions, Nunavut Implementation Commission, Partnering Arrangement with Nunavut Tunngavik Incorporated, Commissioner of Nunavut, INAC Nunavut Regional Office staffing and infrastructure, and resource management shared service agreements.
Program Record Number: INA NAP 140

Oil and Gas Lands
Description: Information on the control, development and management of oil and gas lands in the North.
Topics: Norman Wells Proven Area Agreement, various oil and gas companies, standard data on expenditures and revenues, oil and gas policy in the North, project files, benefits plans and annual benefits report, registry of petroleum exploration production and related rights, prospectus of northern petroleum geology, Northern Oil and Gas Bulletins, and annual reports.
Program Record Number: INA NAP 306

Pipelines
Description: The coordination of federal departments to ensure that the Government of Canada is prepared to respond to pipeline proposals in the Northwest Territories and/or Yukon.
Topics: Pipeline proposals, Polar Gas Project, Arctic Pilot Project, Norman Wells Project, Esso Beaufort Oil Pipeline, Mackenzie Gas Project.
Program Record Number: INA NAP 201

Roads – North of 60
Description: Outlining and management of a new roads policy in the two territories, taking into account economic, environmental and social impacts.
Topics: Environmental studies, socio-economic considerations, incentive programs, finance, planning, design and construction, alternative modes of transportation, and the transfer of inter-

and intra-territorial roads responsibilities to the two territorial governments in the 1980s and early 1990s.
Access: Arranged by road or highway title and subdivided according to construction sub-activity or consideration.
Program Record Number: INA NAP 301

Territorial Government Administration
Description: Plans and policies for the development of the Northwest Territories and Nunavut governments.
Topics: Councils of the Northwest Territories and Nunavut – debates, elections, members, rules, territorial ordinances, legislative programs, devolution, and division of Northwest Territories, Nunavut and constitutional development.
Access: Public ordinances arranged by individual ordinance.
Program Record Number: INA NAP 161

Yukon Northern Affairs Program Devolution
Description: Files pertaining to the devolution to the Yukon Government of administration and control of most public land and minerals and rights in respect of waters.
Topics: Yukon Northern Affairs Program Devolution Transfer Agreement.
Program Record Number: INA NAP 110

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Administration and Management Services

Automated Document, Records, Information Management Systems

Business Continuity Plans (BCP)

Finance

Hospitality

Human Resources

Information Technology Services

Internal Disclosure of Wrongdoing in the Workplace

Physical Security

Proactive Disclosure

Relocation

Training and Development

Travel

Particular Personal Information Banks

Administration Program

Consulting, Professional and Other Services Inventory

Description: This bank is an inactive electronic list of firms and individuals from whom consulting, professional and other services may be obtained. The inventory contains the names of firms or individuals, as well as their field of expertise and type of service.
Class of Individuals: Firms and individual consultants.
Purpose: The inventory has sometimes been consulted by procurement officials on behalf of departmental managers when a need has arisen for consulting, professional or other services from the private sector.
Consistent Uses: There are no consistent uses.
Retention and Disposal Standards: Records are retained for two years and are then transferred to Library and Archives Canada for selective retention.
RDA Number: 99/003
Related PR#: INA CSS 366
TBS Registration: 002538
Bank Number: INA PPU 181

Indian (First Nations) Artists Files

Description: This bank consists of files in the Indian Art Centre relating to artists' biographies and information on exhibitions, the artists and their work.
Class of Individuals: Indian (First Nation) artists and artisans.
Purpose: The purpose of this bank is to provide information on Indian (First Nation) artists and artisans in order to promote and support First Nation artists and to enhance their economic and social well-being, in particular through the Department's Indian art collection.
Consistent Uses: The information is available to departmental and government staff as well as the general public at the Documentation Library at the Indian Art Centre. In addition, the Indian Art Centre has visual documentation (slides, photos, digital images and videos) of the art of First Nation artists and artisans.
Retention and Disposal Standards: Records are kept for 30 years and are then transferred to Library and Archives Canada.
RDA Number: 76/009 & 88/003

Related PR#: INA CSS 171
TBS Registration: 002540
Bank Number: INA PPU 200

Inuit Artists Files

Description: This bank describes information and files relating to artists' biographies and information on exhibitions, the artists and their work.
Class of Individuals: Inuit artists and artisans.
Purpose: The purpose of this bank is to provide information on Inuit artists and artisans in order to promote and support Inuit artists and to enhance their economic and social well-being, in particular through the Department's Inuit Art Collection.
Consistent Uses: The information is available to departmental and government staff as well as the general public at the Documentation Library at the Inuit Art Centre. In addition, the Inuit Art Centre has visual documentation (slides, photos, digital images and videos) of the art of Inuit artists and artisans.
Retention and Disposal Standards: Records are kept for 30 years and are then transferred to Library and Archives Canada.
RDA Number: 76/009 & 88/003
Related PR#: INA CSS 171
TBS Registration: 002531
Bank Number: INA PPU 146

Non-Registered On-Reserve Population

Description: This bank describes personal information related to non-registered individuals ordinarily residing on Indian reserves, designated lands and surrendered lands. The personal information includes names, dates of birth and gender.
Note: Data are no longer collected as of November 26, 2004.
Class of Individuals: Non-registered individuals who normally reside on Indian reserves, designated lands and surrendered lands.
Purpose: The purpose of the information in this bank is to identify individuals residing on Indian reserves, designated lands and surrendered lands.
Consistent Uses: This bank is used for statistical purposes within the Department for projecting population growth.
Retention and Disposal Standards: Records are retained for 10 years and are then transferred to Library and Archives Canada.
RDA Number: 76/009
Related PR#: INA CSS 204
TBS Registration: 005327
Bank Number: INA PPU 015

Public Enquiries Contact Centre Call-tracking System

Description: This database contains records of requests from clients wishing to obtain departmental publications and information about Indian and Northern Affairs Canada's programs and services and related responses. Personal information collected may include the individual's full name, name of organization represented, work and/or personal mailing address, work and/or personal telephone, Facsimile number and e-mail address, gender and language. The database also includes information about the Public Enquiries Assistants who enter data into the system, such as their full names and system user IDs.

Class of Individuals: Individuals who contact Indian and Northern Affairs Canada to obtain information on programs and services and to request departmental publications. Also includes Public Enquiries Assistant and departmental program contacts.

Purpose: The system is used to track enquiries and to process product order requests (publications). The system also serves as a knowledge base that provides access to program information which is used by staff to respond to enquiries.

Consistent Uses: The system produces statistical reports showing aggregate data in which no individual identifiers (i.e., personal information) appear. The database may also be used to compile statistics related to the performance of the Public Enquiries Assistant staff (number of calls handled, etc.) Information may be shared with internal security or law enforcement agencies, such as the RCMP (PIB number CMP PPU 005) if threatening calls are received so that appropriate action may be taken if required.

Retention and Disposal Standards: TBD

RDA Number: TBD

Related PR#: INA CSS 250

TBS Registration: 006445

Bank Number: INA PPU 250

Records of Allegation and Complaint System (RACS)

Description: This bank describes details on allegations and complaints received by the Department from individuals across Canada. This database provides details on the date the information came to the Department, personal information on the individual from whom the information was received, details on action taken, etc.

Class of Individuals: It may contain general information about First Nations as well as personal information about specific First Nation individuals against whom the allegation or complaint may have been directed.

Purpose: The information is used to report to Parliament on the progress being made by the Department in managing allegations and complaints that are forwarded to Indian and Northern Affairs Canada. Additionally, the information is used for statistical analysis and the identification of any emerging trends in order that corrective action might be taken, where warranted.

Consistent Uses: The bank will be used to provide annual statistics to be published in the INAC Departmental Performance Report.

Retention and Disposal Standards: Records are retained for five years after the file is closed.

RDA Number: 76/009

Related PR#: INA CSS 151

TBS Registration: 004454

Bank Number: INA PPU 151

Security Services Information System

Description: This bank describes information on security clearances, reliability checks, keys, locks, identification cards and building passes.

Class of Individuals: Employees of the Department and contractors employed by the Department.

Purpose: The purpose of this bank is to record security data/information (e.g. security clearances, identification cards, keys, combinations, building passes) on employees and contractors employed by the Department in order to provide and maintain related security services for the Department.

Consistent Uses: The information is available to departmental security officers and for limited use by departmental records office and human resources officials (e.g. read-only access).

Retention and Disposal Standards: Records are destroyed two years after the expiry of the security clearance or reliability check.

RDA Number: 98/001

Related PR#: INA CSS 101

TBS Registration: 004455

Bank Number: INA PPU 196

Survey Data for Program Evaluations

Description: This bank describes socio-demographic characteristics, attitudes and opinions of the Department's clientele as well as data on how the clientele have used and plan to use departmental and other related federal programs.

Class of Individuals: Relates to the Indian and Inuit population of Canada and to other Native and

northern population segments.
Purpose: This information will serve to evaluate departmental programs and northern population segments.
Consistent Uses: The survey data could be used by the programs concerned to analyse the program's conception and expectations with respect to requests for service and to undertake statistical work having a direct link with the activities of the Department.
Retention and Disposal Standards: Records are retained for five years and are then transferred to Library and Archives Canada.
RDA Number: 76/009
Related PR#: INA CSS 372
TBS Registration: 002666
Bank Number: INA PPU 205

Transfer Payments
Description: Financial information related to funding agreements and the processing of payments for grants to individuals.
Class of Individuals: Aboriginal people.
Purpose: Processing of payments for grants to individuals.
Consistent Uses: The information is used solely for the purpose of processing payments for grants to individuals.
Retention and Disposal Standards: Records are retained for 30 years and are then transferred to Library and Archives Canada.
RDA Number: 76/009
Related PR#: INA CSS 040
TBS Registration: 005291
Bank Number: INA PPU 300

Indian and Inuit Affairs Program

Applicant Inventory for Boards and Committees
Description: This inventory contains resumes and applications.
Note: Inventory is held at Headquarters.
Class of Individuals: Persons applying for or being appointed to positions on boards, committees and councils established pursuant to comprehensive land claim agreements.
Purpose: To maintain a record of applications from individuals seeking to be board members.
Consistent Uses: This information may be used by the Department to select candidates for similar boards, committees or councils.
Retention and Disposal Standards: Records are retained for 30 years and are then destroyed.
RDA Number: 76/009
Related PR#: INA CIG 016

TBS Registration: 003431
Bank Number: INA PPU 010

Assisted Living
Description: The bank describes information on numbers of eligible on-reserve Indian children and adults receiving institutional, foster and in-home services and for whom the Department accepts financial responsibility.
Note: Formerly Adults Care.
Class of Individuals: This information is related to Indian children and adults on reserve eligible for Assisted Living Services.
Purpose: To record information on the numbers of persons receiving care and support either at home or in an institution and to assist in planning, allocating budgets, and monitoring services provided to registered Indian children and adults.
Consistent Uses: Statistical purposes within the Department for measuring performance indicators and updating ongoing policy papers. It is also used for the verification of information with other organizations, including data matching.
Retention and Disposal Standards: Records are retained for five years after each case is closed and are then transferred to Library and Archives Canada.
RDA Number: 76/009
Related PR#: INA SEP 031
TBS Registration: 002715
Bank Number: INA PPU 215

Band Trust Funds and Trust Fund Suspense Accounts
Description: This bank describes financial information on Indian moneys held in the Consolidated Revenue Fund to the credit of Indian bands in Band Funds accounts, and in Trust Fund Suspense accounts, pending credit to a specific account(s), payment to individual Indian(s), and/or return to the payers.
Class of Individuals: Indian bands.
Purpose: This bank is maintained in the Trust Fund Management System, within which financial transactions of Band Trust Funds Accounts and Trust Funds Suspense accounts are recorded. This bank is used for the accounting, monitoring and reporting of Indian moneys administered by INAC pursuant to the Indian Act, related Acts and Regulations.
Consistent Uses: No consistent uses
Retention and Disposal Standards: Records are retained for 30 years from date of issuance and are then transferred to Library and Archives Canada.
RDA Number: 96/006

Related PR#: INA LTS 300
TBS Registration: 002525
Bank Number: INA PPU 120

Child and Family Services

Description: The bank describes financial data related to services provided to Indian children for whom the Department accepts financial responsibility.

Class of Individuals: This information relates to Indian children resident on reserves who are receiving institutional, group home and foster care services.

Purpose: The purpose of this bank is to record information on Child and Family Services and other social services agencies to assist in planning, allocating budgets and monitoring services provided to registered Indian children by provincial/territorial governments or accredited agencies.

Consistent Uses: The bank is used for statistical purposes within the Department for measuring performance indicators and updating ongoing policy papers. It is also used for the verification of information with other organizations, including data matching.

Retention and Disposal Standards: Records are retained for five years after each case is closed and are then transferred to Library and Archives Canada.

RDA Number: 76/009
Related PR#: INA SEP 031
TBS Registration: 002714
Bank Number: INA PPU 210

Elementary/Secondary Data (Nominal Roll)

Description: This bank describes demographic, general and personal information on students.

Class of Individuals: Elementary and secondary students resident on reserves and attending First Nation, provincial, private or federal schools.

Purpose: The purpose of the Nominal Roll system is to provide educational statistics of a non-financial nature. Information is used for obtaining funding for elementary and secondary education and educational programs for First Nations, as justification for the expenditure of capital funds, and to derive indicators of program achievement.

Consistent Uses: The information is used as a source for education statistics.

Retention and Disposal Standards: Records are retained for 30 years and are then transferred to Library and Archives Canada.

RDA Number: 76/009
Related PR#: INA SEP 041
TBS Registration: 005324
Bank Number: INA PPU 045

Farm Credit Corporation Guaranteed Loans

Description: This bank describes personal and financial information on Indians eligible for Farm Credit Corporation (FCC) loans guaranteed by INAC. Effective November 14, 1989, the Department has terminated the 1969 Agreement with the FCC.

Class of Individuals: Indians, as defined in the Indian Act, engaged in on-reserve agricultural activities.

Purpose: The information is used for the control and evaluation of loan activity with respect to FCC loans guaranteed by the Department.

Consistent Uses: Verification of information with other organizations, including data matching.

Retention and Disposal Standards: Records are retained for six years after the last administrative action on a loan, and all Headquarters-defaulted FCC loan files are transferred to Library and Archives Canada.

RDA Number: 76/009
Related PR#: INA PSD 081
TBS Registration: 002520
Bank Number: INA PPU 085

Income Assistance

Description: This bank describes personal and financial information on eligible recipients and/or dependants of income assistance benefits.

Class of Individuals: This personal information relates to beneficiaries ordinarily resident on reserves who are receiving income assistance benefits as well as certain categories of non-status recipients on reserves and off reserves.

Purpose: The bank is used to record operational and accounting information pertaining to income assistance and services. The bank is used to regulate, monitor and evaluate the program, to assist in budgeting, and to provide input information to other departmental programs.

Consistent Uses: This bank is used for statistical purposes within the Department for measuring performance indicators and updating ongoing policy papers. It is also used for the verification of information with other organizations, including data matching.

Retention and Disposal Standards: Records are retained for five years after each case is closed and are then transferred to Library and Archives Canada for selective retention.

RDA Number: 76/009
Related PR#: INA SEP 046
TBS Registration: 002713
Bank Number: INA PPU 240

**Indian and Inuit Off-Reserve
Housing Assistance Program**

Description: This bank describes personal and financial information on registered Indians who received loans from the Department. This program was discontinued in 1985.

Class of Individuals: Indians and Inuit participating in the Off-Reserve Housing Assistance Program.

Purpose: The purpose of this bank is to establish a record of Indian and Inuit off-reserve housing and to administer loans within the terms and conditions of the program.

Consistent Uses: No consistent uses.

Retention and Disposal Standards: Records are retained for 30 years after each case is closed and are then transferred to Library and Archives Canada.

RDA Number: 76/009
Related PR#: INA SEP 404
TBS Registration: 002508
Bank Number: INA PPU 005

Indian Community Human Resource Strategy (ICHRS)

Description: This bank describes personal and financial information on Indians and Inuit who undertook training under components of the ICHRS Program. Information is collected at the regional level only.

Class of Individuals: Indians and Inuit who qualify for financial assistance under the ICHRS Program.

Purpose: Information is used for the control and evaluation of fund transactions under the Program. Records are restricted to Native people and are used to monitor individuals' progress and for evaluation purposes.

Consistent Uses: No consistent uses.

Retention and Disposal Standards: Records are retained for six fiscal years after the date that each case file is closed and are transferred to Library and Archives Canada.

RDA Number: 76/009
Related PR#: INA SEP 081
TBS Registration: 002719
Bank Number: INA PPU 235

Indian Economic Development Fund (Direct and Guaranteed Loans)

Description: This bank describes personal and financial information on Indians, as defined in the Indian Act, or on other persons who qualify for financial assistance under the Indian Economic Development Fund. As of April 1, 1990, direct loans to incorporated businesses are no longer made by INAC. Guarantees are made to individual Indian proprietors.

Class of Individuals: Indians, as defined in the Indian Act, or other persons who qualify for financial assistance under the Indian Economic Development Fund.

Purpose: The information is used for the control and evaluation of transactions under the Indian Economic Development Fund.

Consistent Uses: Verification of information with other organizations, including data matching.

Retention and Disposal Standards: Records are retained for six fiscal years after the date when each case file is closed and are then destroyed.

RDA Number: 2000/001
Related PR#: INA PSD 066
TBS Registration: 002519
Bank Number: INA PPU 075

Indian Estates

Description: This bank describes personal information related to the estates of deceased Indians.

Class of Individuals: Deceased Indians who were ordinarily resident on reserves during their lifetime.

Purpose: The purpose of this bank is to establish official records of Indian estates. The bank is used in the administration and settlement of Indian estates.

Consistent Uses: Verification of information with other organizations, including data matching.

Retention and Disposal Standards: Records are retained for 30 years after files are closed and are then transferred to Library and Archives Canada.

RDA Number: 96/006
Related PR#: INA LTS 300
TBS Registration: 002523
Bank Number: INA PPU 105

Indian Genealogy

Description: This bank describes records treaty and interest distribution payments made to Indians. Depending upon the treaty, the earliest records available will range from 1850 to the early 1900s. As well, the bank contains census lists dating from the 1920s for a number of bands in British Columbia and elsewhere in Canada.

Class of Individuals: Personal information relates to all persons who are/were treaty Indians as well as some persons who are/were members of non-treaty bands.

Purpose: The treaty and interest distribution pay lists were compiled to record proof of payments to individuals. The census lists were compiled to record the members of the bands.

Consistent Uses: Support the compilation of genealogies, permit the production of lists of past

band chiefs and councillors, assist federal and provincial governments and individuals in the establishment of ages for purposes such as the procurement of old age security payments, delayed birth registration and passports, support litigation and claims research, provide proof of Indian ancestry, and assist in the identification of heirs to deceased estates.

Retention and Disposal Standards: Records are retained indefinitely.
RDA Number: 96/006
Related PR#: INA LTS 121
TBS Registration: 002716
Bank Number: INA PPU 220

Indian Lands Registry

Description: This bank describes instruments and documents that grant or change interests in Indian reserves and designated and surrendered lands, including information about title or status of lands.
Class of Individuals: Individuals with interests in Indian reserves and designated and surrendered lands.
Purpose: The information provides a permanent record of all transactions affecting Indian lands, as required by sections 21 and 55 of the Indian Act.
Consistent Uses: No consistent uses.
Retention and Disposal Standards: Records are retained indefinitely by the Department.
RDA Number: 99/026
Related PR#: INA LTS 111
TBS Registration: 002521
Bank Number: INA PPU 090

Indian Register and Departmentally Administered Band Lists

Description: This bank describes the Indian Register and departmentally administered band lists, as well as paper and electronic files pertaining to applications for registration.
Class of Individuals: Registered Indians and Indian band members (for those bands that have departmentally administered band lists) and individuals who have applied for registration under the Indian Act.
Purpose: As required by the Indian Act, the purpose of the information in this bank is to maintain an official centralized record of all persons who are registered as Indians and as members of bands (for those bands with departmentally administered band lists). This information is used for the purposes of verifying the eligibility of individuals to rights accorded to Registered Indians under federal legislation (such as the right to tax exemption on personal property situated on a reserve under the Indian Act and

the right to enter and remain in Canada under the Immigration and Refugee Protection Act) and to rights under treaties, and to verify entitlement to federal programs and services provided to Registered Indians (such as services to on-reserve residents by INAC, post-secondary education assistance provided to eligible candidates by INAC, and certain non-insured health benefits and services provided by Health Canada.
Consistent Uses: The information in this bank may be used in very limited circumstances by provincial governments for the purposes of administering or enforcing provincial laws, the applicability of which depends upon whether individuals are registered as Indians or not. INAC has entered into Memoranda of Understanding with Alberta Revenue, Saskatchewan Finance, the Ontario Ministry of Natural Resources and the Métis Lands Settlement Registry of Alberta to provide those authorities with limited information about individuals who are registered as Indians. INAC has also entered into a Memorandum of Understanding with the Office of Indian Residential Schools Resolution of Canada, granting that Office access to personal information held by the Registrar to assist the Crown in responding to litigation relating to Indian residential schools by verifying Indian status under the Indian Act.
Retention and Disposal Standards: Records are retained indefinitely.
RDA Number: 96/006
Related PR#: INA LTS 121
TBS Registration: 005326
Bank Number: INA PPU 110

Individual Trust Fund Accounts

Description: This bank describes personal and financial information concerning accounts maintained for estates of deceased Indians, Indian minors, missing or absent heirs, mentally incompetent Indians and Indian children adopted by non-Indians, where moneys are held in the Consolidated Revenue Fund until the account holders have the capacity to manage them or until such time as estates are settled, with distribution to beneficiaries.
Class of Individuals: Eligible Indians.
Purpose: This bank is maintained in the Trust Funds Management System, within which personal and financial information specific to corresponding Individual Trust Fund accounts are recorded. This bank is used for the accounting and reporting of moneys belonging to estates of deceased Indians, Indian minors, missing or absent heirs, mentally incompetent Indians, and Indian children adopted

by non-Indians and which are administered by INAC pursuant to the Indian Act, related Acts and Regulations.

Consistent Uses: No consistent uses.

Retention and Disposal Standards: Records are retained for 30 years from date of issuance and are then transferred to Library and Archives Canada for an indefinite retention period.

RDA Number: 96/006
Related PR#: INA LTS 300
TBS Registration: 002526
Bank Number: INA PPU 125

Information Disclosed to Federal Investigative Bodies

Description: This bank describes copies of access requests for disclosure to federal investigative bodies forwarded by investigative bodies as listed in Schedule II of the Privacy Act to INAC under section 8(2)(e) of the same act. This bank also contains the replies to such requests and gives particulars related to their processing.

Class of Individuals: Persons being investigated by federal law investigative bodies.

Purpose: The purpose of this bank is to verify that the conditions of disclosure to federal law enforcement bodies are met under section 8(2)(e) of the Privacy Act and to account to the Privacy Commissioner as required by the Privacy Act.

Consistent Uses: No consistent uses.

Retention and Disposal Standards: Records are retained for a minimum of two years after the last administrative action and are then destroyed.

RDA Number: 98/001
Related PR#: INA OCS 100
TBS Registration: 001739
Bank Number: INA PPU 195

Legal Assistance Related to Indian Residential Schools and Day Schools Litigation

Description: This bank describes information about individuals who have sought and are seeking legal assistance from Indian and Northern Affairs Canada in the context of Indian residential schools and day schools. It includes information such as the individual's full name, date of birth, home or work mailing address and telephone number as provided, e-mail address facsimile number, and hourly rates.

Class of Individuals: Applicants who allege status as a current or former INAC employee involved in a non-plaintiff capacity in a legal proceeding associated with an Indian residential school or a day school, legal counsel and other individuals (e.g. son or daughter), who are representing or acting on behalf of, applicants.

Purpose: The purpose of this information is to determine applicant eligibility for legal assistance, provide funding recommendations to INAC's senior management and monitor continued eligibility. The information is used to provide statistical reports to senior management, make resource forecasts, and assist in research on and evaluation of the program.

Consistent Uses: Consistent with the notice given to potential applicants in the Request for Legal Assistance form, applicant information may be shared with the Office of Indian Residential Schools Resolution Canada. In addition, certain information from the paper records is entered into a database specific to legal assistance. The system provides an automated tracking system of those having applied for legal assistance. The database helps to manage case loads, highlight backlogs and situations demanding intervention.

Retention and Disposal Standards: Information contained in the database is retained permanently. The retention and disposal standards for the paper records is still under development, although a standard of thirty years from file closure is anticipated.

RDA Number: 76/009
Related PR#: INA PSD 393
TBS Registration: 006442
Bank Number: INA PPU 135

Netlands

Description: Netlands is a Web-enabled application that can be used in the management of land transactions on reserve lands.

Class of Individuals: Indians and bands who wish to lease or permit use of their land and individuals or companies who lease or use the land.

Purpose: The information is used for real property management as required to fulfill the Department's responsibilities under the Indian Act.

Consistent Uses: As a tracking system, Netlands can assist the user to schedule activities and track revenues, documents, correspondence and significant events. It allows the user to prepare status reports relevant to all aspects of land management. It also allows the user to monitor compliance with the terms and conditions set out in land instruments such as leases and permits, as well as environmental requirements, breaches and disputes related to land management.

Retention and Disposal Standards: Records are retained for five years after the lease expires and are then transferred to Library and Archives Canada.

RDA Number: 99/026

Related PR#: INA LTS 111
TBS Registration: 002522
Bank Number: INA PPU 096

On-Reserve Housing Program
Description: This bank describes personal information on subsidies and loan details for which a Ministerial Guarantee has been provided. Recipients are as defined in Order in Council P.C. 1999-2000, dated November 4, 1999.
Class of Individuals: Persons registered under the Indian Act.
Purpose: The purpose of this bank is to establish records of loans for housing from the Canada Mortgage and Housing Corporation (CMHC), a lender approved pursuant to the National Housing Act (NHA), made to applicants living on land as defined in the terms and conditions approved by the Order in Council P.C. 1999-2000, dated November 4, 1999. Loans are then monitored and administered under the terms of the Ministerial Guarantee.
Consistent Uses: Verification of information with other organizations, including data matching.
Retention and Disposal Standards: Records are retained for 30 years after each case is closed and are then transferred to Library and Archives Canada.
RDA Number: 76/009 & 88/003
Related PR#: INA SEP 404
TBS Registration: 002509
Bank Number: INA PPU 011

Per Capita Distributions
Description: This bank describes personal and financial information concerning per capita distribution payments made to Indians in accordance with relevant sections of the Indian Act and Regulations, as well as departmental policies and directives that are related to Indian monies.
Class of Individuals: Personal information relates to each individual registered band member within the limits of legislation.
Purpose: This bank is a record of payment made, or in arrears, to eligible Indians within the limits of legislation.
Consistent Uses: No consistent uses.
Retention and Disposal Standards: Records are retained for 30 years and are then transferred to Library and Archives Canada.
RDA Number: 96/006
Related PR#: INA LTS 300
TBS Registration: 002718
Bank Number: INA PPU 230

Post-secondary Education Data
Description: This bank describes personal information on students related to academic programs of study.
Class of Individuals: Registered Indian and Inuit students attending post-secondary institutions and whose studies are funded directly or indirectly by the Department.
Purpose: This information is used for statistical reporting and program evaluation. It is also used to validate information against other departmental data sources.
Consistent Uses: No consistent uses.
Retention and Disposal Standards: Records are kept for 30 years and are then transferred to Library and Archives Canada.
RDA Number: 76/009
Related PR#: INA SEP 041
TBS Registration: 005325
Bank Number: INA PPU 050

Treaty Payment System
Description: This bank describes information concerning annual treaty payments owed to treaty individuals by the Department in accordance with the treaties concluded between Canada and various Indian bands as recorded in the Treaty Payment System.
Class of Individuals: Persons registered under the Indian Act with First Nations that signed treaties.
Purpose: This bank keeps a record of eligible recipients, their registration number, monies owed (current and arrears) and payments made.
Consistent Uses: No consistent uses.
Retention and Disposal Standards: These records are kept for 30 years and are then transferred to Library and Archives Canada.
RDA Number: 76/009 & 96/006
Related PR#: INA LTS 999
TBS Registration: 004259
Bank Number: INA PPU 009

"Update" Newsletter reply cards
Description: This bank describes information about 'Update' reply cards including individuals' names, work and/or personal mailing addresses and personal opinions or comments. 'Update' is a quarterly newsletter published by Indian and Northern Affairs Canada that provides information about federal programs and services to Aboriginal people in Canada.
Note: Newsletter is generally distributed by postal code. On request individuals may have their name and address placed on the mailing list.
Class of Individuals: Members of the public,

specifically First Nations, Inuit and Metis that have responded to the Update Newsletter 'reply' cards and/or subscribed to Update.

Purpose: The reply cards are used by readers to communicate with the Update editor, to provide their feedback and story ideas for publication. This information allows the editor to evaluate the publication and build a subscription list.

Consistent Uses: Address information is used to generate mailing labels.

Retention and Disposal Standards: TBD

RDA Number: TBD

Related PR#: INA PSD 381

TBS Registration: 006443

Bank Number: INA PPU 245

Northern Affairs Program

Inuit Cultural Grants Program

Description: This bank describes information on Inuit individuals and organizations applying for cultural grants. The information recorded is limited to project descriptions. Records in the bank relate exclusively to Inuit.

Class of Individuals: Inuit individuals and organizations applying for cultural grants Purpose: The purpose of this bank is to record information relating to grants for the promotion of Inuit culture.

Consistent Uses: No consistent use.

Retention and Disposal Standards: Records are retained for 10 years after the completion of the cultural project and are then transferred to Library and Archives Canada.

RDA Number: 78/032

Related PR#: INA NAP 196

TBS Registration: 002530

Bank Number: INA PPU 145

Inuit Loan Fund

Description: This bank describes personal and financial information about individual applicants. Records in the bank relate exclusively to Inuit.

Class of Individuals: This personal information relates to Inuit individuals, groups, companies and corporations (including co-operatives) applying for loans from the Inuit Loan Fund.

Purpose: The purpose of this bank is to record applications for loans from the Inuit Loan Fund.

Consistent Uses: Verification of information with other organizations, including data matching.

Retention and Disposal Standards: Records are retained for six fiscal years after the repayment of the loan and are then transferred to Library and Archives Canada.

RDA Number: 78/032

Related PR#: INA NAP 226

TBS Registration: 002528

Bank Number: INA PPU 136

Northern Science Award

Description: The Northern Science Award is presented annually to either an individual or a group of indigenous people who have made a significant contribution to meritorious knowledge and understanding of the Canadian north over a number of years. In order to select the Award winner, nominations are made annually in writing. These nominations will contain the c.v. of the person being nominated; this often will contain personal information such as age, gender, marital status, address and telephone number. Letters in support of the nomination may include further personal information about the nominee's academic or professional career, as well as information about the person who has prepared the nomination (name, address, telephone number and academic or professional credentials).

Class of Individuals: Individuals or groups of indigenous people who have been nominated for the Northern Science Award and individuals that have submitted nominations.

Purpose: The purpose of collecting personal information is to allow the Award Selection Committee to make a determination of the best candidate for the Award, given that the Award is based on merit and contributions to knowledge.

Consistent Uses: The personal information collected is used solely for the purpose of selection of the annual winner of the prize.

Retention and Disposal Standards: The records are retained for 10 years and are then transferred to Library and Archives Canada as historical records.

RDA Number: 78/032

Related PR#: INA NAP 156

TBS Registration: 006319

Bank Number: INA PPU 130

Nunavut Training

Description: This bank describes personal information on Inuit attending training programs. It includes their names, addresses, telephone numbers, age, gender, marital status, education, social insurance number and ethnic origin.

Class of Individuals: Inuit students attending training programs and whose studies are funded directly or indirectly by the Department.

Purpose: The information is issued to monitor and control the provision of training of Inuit for jobs in the Nunavut Government to April 2000.

Consistent Uses: No consistent uses.
Retention and Disposal Standards: Records are retained for five years from end of training and are then transferred to Library and Archives Canada.
RDA Number: 78/032
Related PR#: INA NAP 140
TBS Registration: 003921
Bank Number: INA PPU 020

On-the-Job Training

Description: This bank describes information on the training period, the individual's monthly allowances and a monthly evaluation by the training agency.
Class of Individuals: Northern Aboriginal peoples
Purpose: The purpose of this bank is to maintain training agreements between northern Aboriginal peoples and training agencies. Records in the bank are restricted to northern Native people and are used to monitor each individual's progress.
Consistent Uses: Verification of information with other organizations, including data matching.
Retention and Disposal Standards: Records are retained for five years and are then transferred to Library and Archives Canada.
RDA Number: 78/032
Related PR#: INA NAP 276
TBS Registration: 002536
Bank Number: INA PPU 170

Prospectors' Assistance

Description: This bank describes information about applicants that is supplied according to the Prospectors' Assistance Program Regulations.
Class of Individuals: Individuals applying for the Prospectors' Assistance Program.
Purpose: The purpose of this bank is to record and maintain applications for the Prospectors' Assistance Program.
Consistent Uses: The bank is also used to monitor the Prospectors' Assistance Program.
Retention and Disposal Standards: Records are retained for six years after each case is closed and are then transferred to Library and Archives Canada.
RDA Number: 2000/015
Related PR#: INA NAP 286
TBS Registration: 002533
Bank Number: INA PPU 155

Small Business Loan Fund

Description: This bank describes personal information on individuals applying for or receiving funds.
Class of Individuals: Individuals applying for or receiving funds.

Purpose: The purpose of this bank is to maintain records relating to small business loans in the Yukon Territory. It is also used to monitor the repayment of loans by individuals.
Consistent Uses: Verification of information with other organizations, including data matching.
Retention and Disposal Standards: Records are retained for 10 fiscal years after repayment of the loan and are then destroyed.
RDA Number: 78/032
Related PR#: INA NAP 226
TBS Registration: 002529
Bank Number: INA PPU 140

Territorial Lands and Land Use Records

Description: This bank describes Application for Federal Crown Land forms and supporting documentation; the forms are held in the regional office.
Class of Individuals: Individuals who submit an Application for Federal Crown Land.
Purpose: The purpose of this bank is to maintain a record of transactions dealing with surface interests in federal Crown lands.
Consistent Uses: It is used to register and monitor the administration of the sale, leasing or other disposition of territorial lands and land use activities.
Retention and Disposal Standards: Records are retained indefinitely.
RDA Number: 2000/015
Related PR#: INA NAP 246
TBS Registration: 002532
Bank Number: INA PPU 150

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records and Information Management Systems

Business Continuity Planning

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrongdoing in the Work-Place

Personnel Security Screening

Relocation

Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes

Travel

Manuals

- Aboriginal Workforce Participation Initiative (AWPI) Employer Toolkit

- Aboriginal Workforce Participation Initiative (AWPI) Partnership Strategy Promotional Kit

- Actions for Change

- Administration Manual

- A Guide for Electoral Officers

- A Guide to Federal Government Procurement

- Approval and Management of Ministerial Loan Guarantees for Housing

- A Practical Guide to Implementing Aboriginal Employment Partnerships

- Assisted Living – National Manual

- Band Administration Regulations

- Band Advisory Services Program Policy

- Band Classification Manual

- Band Code Implementation Manual

- Band Governance By-Law Manual

- Band Governance Management Systems – By-law

- Band Governance Management Systems – Elections

- Band Support Funding Program Policy

- Canada at the 2004 Permanent Forum

- Capital Management Procedures Manual (Manitoba)

- Child and Family Services – National Manual

- Communications Products, Practices and Procedures Manual

- Contaminated Sites Management Directive

- Contaminated Sites Policy

- Contaminated Sites Procedural Guide

- Cultural Education Centres: National Program Guidelines

- Data Submission Regimes for Regions

- Delivery of Technical Services – Departmental Directive

- Economic Development Programs Operating Manual

- Election Appeal Investigation Manual

- Elementary Secondary: National Program Guidelines

- Eligibility for Aboriginal Procurement Set-Aside

- Environment Assessment Management Directive

- Environment Management Directive

- Environment Policy

- Environmental Assessment Procedural Guide

- Environmental Learning Regime

- Environmental Stewardship Strategy

- ESRF Guidelines for Applications for Payment

- ESRF Guidelines for Levies

- ESRF Guidelines for Study Proposals

- Estates Procedures Manual

- Estates Reporting System User Guide

- Family Violence – National Manual

- File Classification Manual

- First Nations and Inuit Summer Student Career Placement Program Guidelines

- First Nations and Inuit Youth Work Experience Program Guidelines

- First Nations Component of the Infrastructure Canada Program – Terms and Conditions

- First Nations National Reporting Guide

- First Nations Schools Co-operative Education Program Guidelines

- Gender Equality Analysis Policy

- Guidelines for Funding under the Resource Partnerships Program

- Headquarters Indian Registration System User Manual

- How Population Data Can Benefit Your First Nation

- How to Prepare a Specific Claim

- Human Resources Manual

- Income Assistance – National Manual

- Indian Economic Development Fund-Direct Loan Operating Manual

- Indian Moneys Directive – 1A: Administration of Moneys Belonging to Indian Minors

- Indian Oil and Gas Canada Reporting Guidelines

- Indian Programs Manual

- Indian Registration Administrator Training Manual

- Information Management Strategic Vision

- Land Management Manual

- Lands Registry Guide

- Long-Term Capital Plan 2002-2003 to 2006-2007

- Managing Funding Arrangements, Volume 1.1 and 1.2, DIAND's Accountability Framework

- Manual for the Administration of Band Moneys

- Ministerial Correspondence, Briefings and Parliamentary Affairs Manual

- National Assessment of Water and Wastewater Systems in First Nations Communities (Summary Report)

- National Child Benefit Reinvestment – National Manual

- National Standards for Child Welfare

- National Standards for the Income Assistance Program

- Negotiation Preparedness Initiative

- New Paths for Education: National Program Guidelines

- Northern Scientific Training Program: Chairperson Manual

- Northern Scientific Training Program: Student's Manual

- On-Reserve Housing Operating

- On-Reserve Services Handbook

- Outstanding Business – A Native Claims Policy

- Parental and Community Engagement Strategy National Program Guidelines

- Partnerships at Work (Video)

- Policies on Indian Registration

- Post-Secondary Education: National Program Guidelines

- Preparation of Treasury Board Capital Submissions

- Professional and Institutional Development Program Policy Framework and Program Guidelines

- Program Directive – Chapter 5 (Social Development)

- Program Directive – Income Assistance On-Site Compliance Review Process

- PSAB Annual Performance Reports

- PSAB Promotional Kit

- Public Information Status Report

- Regional Indian Registration System User Manual

- Resolving Aboriginal Claims

- Selection and Review Guidelines for Federal Negotiators Appointed Pursuant to Exceptional Contracting Limits Authority

- Social Development Policy and Procedures Manual

- Special Education: National Program Guidelines

- Specific Claims Branch: Process Manual

- Teacher Recruitment and Retention: Professional Development National Program Guidelines

- Tendering Policy on Federally Funded Capital Projects for First Nations on-Reserve

- Terms and Conditions for Contribution Agreements

- Terms and Conditions for Ministerial Loan Guarantees as defined in P.C. 1999-2000, November 4, 2000

- Terms and Conditions on Housing Regulations – P.C. 1981-810

- Terms and Conditions Respecting the Housing of Individual Indians on-Reserves – P.C. 1980-2753

- The Administration of Property Belonging to Mentally Incompetent Indians

- The Use of Spokespersons at Indian and Northern Affairs Canada: Policy and Practice

- Tribal Council Funding Program policy

- Web-Based Guide to Doing Business with the Federal Government

- Year-end Reporting Handbook for First Nations, Tribal Councils and First Nations Political Organizations – November 2002

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The Department encourages requesters to utilize the present lines of communication and to request personal information through informal channels. The intent is to make available as much information as possible through informal channels. Therefore, enquiries for personal information should be made directly, where possible, to the departmental office having control of the record(s) concerned. For further information, contact the departmental coordinator or regional offices.

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40 Havelock Street
P.O. Box 160
Amherst, Nova Scotia B4H 3Z3

Telephone: 1-800-299-8750
Facsimile: 902-661-6237

Quebec

320 St. Joseph Street East, Suite 400
Quebec, Quebec GIK 9J2

Telephone: 418-648-7551
Facsimile: 418-648-2266

Ontario

Sir Arthur Meighen Building
25 St. Clair Avenue East, 5th Floor
Toronto, Ontario M4T 1M2

Telephone: 416-973-6234
Facsimile: 416-954-6329

Manitoba

365 Hargrave Street, Room 200
Winnipeg, Manitoba R3B 3A3

Telephone: 204-983-4928
Facsimile: 204-983-7820

Saskatchewan

1 First Nations Way, Room 200
Regina, Saskatchewan S4S 7K5

Telephone: 306-780-5945
Facsimile: 306-780-5733

Alberta

630 Canada Place
9700 Jasper Avenue
Edmonton, Alberta T5J 4G2

Telephone: 780-495-2773
Facsimile: 780-495-4088

Indian Oil and Gas Canada
9911 Chula Boulevard, Suite 100
Tsuu T'ina (Sarcee), Alberta T2W 6H6

Telephone: 403-292-5625
Facsimile: 403-292-5618

British Columbia

1138 Melville Street, Suite 600
Vancouver, British Columbia V6E 4S3

Telephone: 604-775-5100
Facsimile: 604-775-7149

Yukon

300 Main Street, Suite 300
Whitehorse, Yukon Y1A 2B5

Telephone: 867-667-3838
Facsimile: 867-667-3801

Nunavut

P.O. Box 2200
Iqaluit, Nunavut X0A 0H0

Telephone: 867-975-4500
Facsimile: 867-975-4560

Northwest Territories

P.O. Box 1500
Yellowknife, Northwest Territories X1A 2R3

Telephone: 867-669-2500
Facsimile: 867-669-2709

Reading Room

As required under the Access to Information Act,
the library of this institution has been designated
as a public reading room: The address is:

Terrasses de la Chaudière
10 Wellington Street, Room 1400
Gatineau, Quebec

Telephone: 819-997-0811

Indian Residential Schools Resolution Canada

Chapter 86

General Information

Background

The department of Indian Residential Schools Resolution Canada was created by Order-In-Council P.C. 2001-994 on June 4, 2001. At the same time an order was executed, pursuant to section 77(2) of the Access to Information Act, to amend Schedule I of the Act to include this department. Another order was executed, pursuant to section 77(2) of the Privacy Act, to amend the Schedule of that Act. The Heads of Government Institutions Designation Order was amended accordingly. Prior to June 4, 2001, this Department was known as the Residential Schools Unit and was part of the Department of Indian Affairs and Northern Development.

Responsibilities

The role of the department of Indian Residential Schools Resolution Canada (IRSRC) is to address and resolve issues arising from the legacy of Indian residential schools. As part of the process, we are committed to strengthening partnerships within government and with Aboriginal people, religious denominations, and other citizens. We work with Aboriginal people and other Canadians in initiatives that explore and acknowledge our history; build programs and projects which address the needs of people today; and strengthen our future.

Legislation

- Indian Act
- Public Service Rearrangement and Transfer of Duties Act

Organization

Deputy Minister's Office

The Office provides essential support services to the Deputy Minister. It ensures appropriate communication and liaison on policy and operational issues between the Deputy Minister and the Minister's Office, the Department and other government departments and agencies.

Operations

The Director General of Operations reports directly to the Deputy Minister. The office oversees the following sectors: Resolution East, Resolution West, National Research and Analysis, Strategic Operations Group (SOG), And the Adjudication Secretariat.

Resolution East

Resolution East, located in Ottawa, is responsible for managing the federal government's response to the legacy of Indian residential schools (IRS) for Saskatchewan and eastward. The Program is responsible for resolving claims through the Alternative Dispute Resolution (ADR) process allowing former students, the federal government, and Church organizations to move away from the court system and work together to build a process for resolving claims.

Resolution West

Resolution West, located in Vancouver, is responsible for managing the federal government's response to the IRS legacy for British Columbia, Alberta, Yukon, Northwest Territories and Nunavut. The Program is responsible for resolving litigation claims out of court in an expedited and sensitive manner. The ADR is also used to help resolve claims.

National Research and Analysis

The National Research and Analysis Directorate, located in Ottawa, is responsible for three key areas:

The Research Operations Unit

The Research Operations Unit manages the historical and current information in support of the departmental mandate and objectives. The unit manages the research processes in support of all national functions, that is, for the operational and policy issues, as well as regional research for Saskatchewan and eastward in support of individual litigation and ADR claims.

National Intake Unit

The National Intake Unit captures and controls all ADR and litigation information. The unit receives and records all information pertaining

to applications and statements of claims and coordinates the life cycle of these claims.

The Academic Outreach and Analysis Unit

The Academic Outreach and Analysis Unit is the lead in providing context for departmental policy and communication strategies, particularly in relation to language and culture. It also provides detailed analysis of in-house operational statistics to assist the Department in the forecasting and measurement of its performance.

Strategic Operations Group

SOG is made up of the Central Litigation Unit (CLU) and the Strategic Unit (SU). SOG supports Operations East and West in the resolution of all IRS claims by providing technical and strategic recommendations to the Operations Branch.

The CLU, with divisions in Ottawa and Vancouver, works with Department of Justice lawyers to resolve IRS claims against the government from across Canada. Resolution Managers oversee the settlement of claims in litigation.

The SU supports Operations East and West in the resolution of IRS claims by providing technical and strategic recommendations to the Operations Branch. SU also manages contracts for front line support services to support claims resolution. SU provides a comprehensive view of the Operations environment and recommends appropriate strategies that are consistent with the departmental mandate. Additionally, SU develops national strategies by focusing on operational performance measures and establishes the business case required to support shifts in strategies. SU reports directly to the Director General of Operations.

Adjudication Secretariat

The Adjudication Secretariat was established in Regina, Saskatchewan, in November of 2003 to manage hearings for the ADR process. The ADR process enables IRS claims to be settled in a safe, humane, credible, appropriate and timely manner. ADR is one of the options available to former students to settle their claims. This process provides an option to deal with the large volume of abuse claims arising from the operation of Indian residential schools.

Hearings are conducted by independent adjudicators who have been selected by a committee of representatives of former students, plaintiffs' lawyers, the Churches and the Government of Canada. The adjudicators report to,

and are guided by the Chief Adjudicator. Under the direction of the Chief Adjudicator, the Secretariat will schedule hearings for applicants in the ADR process. Hearings are private and confidential.

Corporate Services and Transition Management

The Director General of Corporate Services and Transition Management reports directly to the Deputy Minister. The sector is responsible for managing and providing leadership in the development of programs, plans and strategies to integrate and ensure the integrity of corporate priorities in human resources, finance, administration, materials management, procurement, information management, information technology, Access to Information and Privacy (ATIP), internal audit and evaluation, and performance management.

The sector is also responsible for providing corporate leadership, expert advice and guidance on strategic human resource matters and issues; developing and managing the Department's financial planning, reporting and control processes, and the related review and analysis of operations; negotiating and managing service level agreements with other government departments for the delivery of various corporate services; developing and managing the Department's records management system.

Finally, the sector provides corporate leadership to help the Department implement the Settlement Agreement.

Public Affairs, Liaison and Outreach

The Director of Public Affairs, Liaison and Outreach (PALO) reports directly to the Deputy Minister. The sector is responsible for managing communications, Parliamentary relations, liaison, outreach, commemoration programs and correspondence of the Department.

PALO is responsible for communications and Parliamentary relations including all internal and external communications; media relations; strategic communications planning; and monitoring Parliamentary activities as well as liaison with Parliamentarians and the Minister's office.

The sector is also responsible for outreach to Aboriginal communities, survivors' societies, and the public; liaison with the National Aboriginal Organizations and other bodies; management of the department's contribution funding authority

and agreements; and strategic management and delivery of the commemoration program.

Policy and Strategic Planning

The Director of Policy and Strategic Planning reports directly to the Deputy Minister. The sector is responsible for providing corporate leadership in developing and coordinating the preparation of the Department's strategic plan; developing and monitoring the implementation of the Department's strategic policy framework; and providing policy advice and support to the Deputy Minister and the Department on issues related to claims resolution and broader healing and reconciliation and in the Deputy Minister's role as Chief Negotiator in negotiations with the Churches.

The sector works with stakeholders such as survivor groups and Aboriginal organizations, provincial governments and other federal departments to keep current on issues of common interest and to bring forward strategic options in discussion briefs and Memoranda to Cabinet for Departmental strategic consideration.

Information Holdings

Program Records

Records Management
Description: Information relating to policies and procedures used for the implementation of Subject File Classification Systems, the management of The Essential Records Program, the policy on the management of Ministerial Records and the Electronic information Management Program.
Topics: File classification system, essential records, records information management system, retention and disposition, management of government information holdings.
Program Record Number: IRS A3740

Alternative Dispute Resolution (ADR)
Description: The purpose of the Alternative Dispute Resolution (ADR) is to find a faster and less traumatic manner of settling the claims related to Indian Residential Schools.
Topics: Hearings are conducted by independent adjudicators who will review the applications from former students. During the hearings, the adjudicators will determine if the claims are valid and the amount of compensation, according to the compensation framework. Hearings are private and confidential.
Program Record Number: IRS E5442-7

Litigation Management and Resolution
Description: Information related to cases in the court process and on specific issues related to settlement through litigation and court process involving the department.
Topics: Documents related to litigation; research reports; policy and legal positions, information received during the process; litigation management and resolution processes; statistical purposes; case summaries; claims settlement and court rulings.
Program Record Number: IRS E5442-2

National Document Collections
Description: Records gathered from government sources that demonstrate federal government policy regarding Indian residential schools or the application of those policies. These documents have been collected for schools across the country in order to centralize in one place the policy-level documents relating to issues connected to Indian residential schools.
Topics: Contains policy documents on a wide array of residential school-related issues such as education, health, nutrition, culture and language. Includes responses to incidents of physical and sexual abuse at Indian residential schools across the country and government-source records relating to Anglican, Catholic, Presbyterian and United Church activity at Residential schools across Canada.
Program Record Number: IRS E5442

Security Files
Description: Records related to building security, security incidents, security violations and security investigations that contain personal information.
Topics: Identification card applications, building access register, security investigation reports, security incident reports, authority for removal and access restriction.
Program Record Number: IRS CSS 800

Threat and Risk Assessment Files
Description: Records related to the assessment of the threat and risk to departmental programs, offices and facilities as required under the Government Security Policy.
Topics: Threat and risk assessment reports, and remedial security measures and safeguards.
Program Record Number: IRS CSS 810

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Acts and Legislation

Administration

Administration and Management Services

Classification of Positions

Finance

Hospitality

Personnel

Relocation

Travel

Particular Personal Information Banks

IRSRC Litigation Committee Records
Description: This bank contains Litigation Committee Records.
Class of Individuals: Individuals who have made a claim against the government of Canada regarding their experience at a former Indian residential school.
Purpose: This bank exists to maintain a record of the IRSRC Litigation Committee decisions.
Consistent Uses: Information is maintained for audit purposes.
Retention and Disposal Standards: To be established.
RDA Number: TBD
Related PR#: IRS E5442-2
TBS Registration: 005373
Bank Number: IRS PPU 010

IRSRC Settlement Mandates
Description: Approved mandates to settle validated claims of former students who have made a claim against the government regarding their experience at a former Indian residential school in Canada.
Class of Individuals: Claimants seeking compensation involving attendance at Indian residential schools in Canada.
Purpose: To maintain a record of all settlement mandates approved by the IRSRC Litigation Committee in spreadsheet format. The information is used to identify the date of the mandate approval, the region, school and church denomination, date of school attendance, apportionment and confirmation of settlement.
Consistent Uses: Information may be used for internal financial and operational verification purposes.
Retention and Disposal Standards: To be established.
RDA Number: TBD

Related PR#: IRS E5442-2
TBS Registration: 005374
Bank Number: IRS PPU 020

IRSRC Settlements
Description: Settlement information may include the region, school attended and dates attended, date statement of claim filed, church denomination, date of settlement, apportionment, settlement award and the settlement mandate.
Class of Individuals: Individual and/or group claim settlements.
Purpose: to maintain a record of all settlements reached with individuals or groups of claimants.
Consistent Uses: Information may be used for internal financial and operational verification purposes.
Retention and Disposal Standards: To be established.
RDA Number: TBD
Related PR#: IRS E5442-2
TBS Registration: 005375
Bank Number: IRS PPU 030

Litigation Management Database
Description: The Litigation Management Database (LMDB) holds information contained within the litigation and Alternative Dispute Resolution (ADR) files. It contains all pertinent information in the pleadings filed by the claimant's counsel and by counsel for the Attorney General of Canada.
Class of Individuals: The information pertains to individuals who have filed civil suits against the government for their experiences at Indian residential schools.
Purpose: The database compiles all information pertaining to the legal claims and provides a consistent overview of the cases which allows Indian Residential Schools Resolution Canada (IRSRC) to analyse trends on a national level.
Consistent Uses: Used by staff of the IRSRC and by DOJ litigators to provide consistent information for case managers across the country. Currently, the database is used primarily by project managers to assist in managing their case load. Also used by the Policy and Communications Group to provide statistical data for use in negotiating with the different church organizations and for responding to media requests, and to track demographic information to assist in the historical research of the claims.
Retention and Disposal Standards: To be established.
RDA Number: TBD
Related PR#: IRS E5442-2

TBS Registration: 005376
Bank Number: IRS PPU 040

Research Document Collections
Description: Records gathered from federal government sources pertaining to Indian residential schools in response to claims brought against the Crown. It contains information on specific school research related to Indian residential schools located in British Columbia, Alberta, the Yukon, NWT and Nunavut as well as general history of residential schools; in addition, research associated with specific litigation against the federal Crown pertaining to the above-noted provinces and territories.
Class of Individuals: Claimants seeking compensation concerning their experiences at Indian residential schools in Canada.
Purpose: The documents are collected to research and validate the claims brought against the government. They consist of photocopies of documents held in original form at various federal government repositories.
Consistent Uses: The information used by staff of the IRSRC and by DOJ litigators.
Retention and Disposal Standards: To be established.
RDA Number: TBD
Related PR#: IRS E-5442
TBS Registration: 005377
Bank Number: IRS PPU 050

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Personnel Security Screening

Manuals

- Access to Information and Privacy Annual Report

- Administration Manual

- ATIP Policy and Procedures

- File Classification manual

- Manual for Project Managers

- Ministerial Correspondence, Briefings and Parliamentary Affairs Manual

- Operational Policy Guidelines

- Protocol Manual for the LMDB

- Research Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The department encourages requesters to utilize the present lines of communications and to request information through informal channels. Information is available on our website at http://www.irsr-rqpi.gc.ca. The intent is to make available as much information as possible through informal channels.

However, requests on personal information contact the departmental Access to Information and Privacy Coordinator at 819-934-7177.

Formal requests under the Access to Information Act or the Privacy Act should be sent to the Coordinator, Access to Information and Privacy, at the Headquarters address (below).

Addresses and general inquiry numbers for the Department:

Headquarters

Indian Residential Schools Resolution Canada
90 Sparks Street, Room 341
Ottawa, Ontario K1A 0H4

General inquiry:
Telephone: 613-996-2686
Facsimile: 613-996-2808

Regional Office

Indian Resolution Schools Resolution Canada
Saskatchewan Place
1870 Albert Street, Box 24
Regina, Saskatchewan S4P 4B7

British Columbia Office

Indian Residential Schools Resolution Canada
1138 Melville Street, Suite 400
Vancouver, British Columbia V6E 4S3

General inquiry:
Telephone: 604-775-6400
Facsimile: 604-775-5317

Reading Room

Arrangement will be made through reception at:
90 Sparks Street, Room 341
Ottawa, Ontario K1A 0H4

Industry Canada

Chapter 87

General Information

Background

The department's mission is to foster a growing competitive, knowledge-based Canadian economy. Twelve federal departments and agencies make up the Industry Portfolio. Industry Canada works in partnership with the members of the Industry Portfolio to leverage resources and exploit synergies in a number of specific areas.

Responsibilities

Industry Canada's mandate is to help make Canadians more productive and competitive in the global, knowledge-based economy. The department's policies, programs and services help create an economy that provides more and better-paying jobs for Canadians; supports stronger business growth through continued improvements in productivity and innovation performance; gives consumers, businesses and investors confidence that the marketplace is fair, efficient and competitive; and ensures a more sustainable economic, environmental and social future for Canadians.

Through its three strategic objectives (a fair, efficient and competitive marketplace; an innovative economy; and competitive industry and sustainable communities), Industry Canada aims to help Canadians contribute to the knowledge economy and improve productivity and innovation performance.

In order to foster growth and create high-quality, well-paying jobs, the Government of Canada has set as one of its core priorities the building of a 21st century economy. Industry Canada will continue to work in support of this priority through its strategic outcomes.

The department's strategic outcomes support growth in employment, income, productivity and sustainable development in Canada.

The Industry Portfolio is made up of 12 federal departments and agencies. These organizations are uniquely positioned to further the government's goal of building a knowledge-based economy in all regions of Canada and to advance the government's employment and growth agenda. The Industry Portfolio includes:

Business Development Bank of Canada

Canadian Space Agency

Canadian Tourism Commission

Competition Tribunal

Copyright Board Canada

Enterprise Cape Breton Corporation

Industry Canada

National Research Council Canada

Natural Sciences and Engineering Research Council of Canada

Social Sciences and Humanities Research Council of Canada

Standards Council of Canada

Statistics Canada

Legislation

- Agreement on Internal Trade Implementation Act, S.C. 1996, c. 17

- Agricultural and Rural Development Act, R.S. 1985, c. A-3

- Atlantic Fisheries Restructuring Act, R.S. 1985, c. A-14 (in respect of certain companies)

- Bankruptcy and Insolvency Act, R.S. 1985, c. B-3

- Bell Canada Act, S.C. 1987, c. 19 (private act)

- Bills of Exchange Act, R.S. 1985, c. B-4 (Part V: Consumer Bills and Notes)

- Boards of Trade Act, R.S. 1985, c. B-6

- British Columbia Telephone Company Act, S.C. 1916, c. 66 (private act)

- Business Development Bank of Canada Act, S.C. 1995, c. 28

- Canada Business Corporations Act, R.S. 1985, c. C-44

- Canada Cooperatives Act, S.C. 1998, c. 1

- Canada Corporations Act, R.S.C. 1970, c. C-32

- Canada Foundation for Innovation: Parts I and XI of the Budget Implementation Act, 1997, S.C. 1997, c. 26

- Canada Small Business Financing Act, S.C. 1998, c. 36

- Canadian Space Agency Act, S.C. 1990, c. 13

- Canadian Tourism Commission Act, S.C. 2000, c. 28

- Civil International Space Station Implementation Agreement, S.C. 1999, c. 35

- Companies' Creditors Arrangement Act, R.S. 1985, c. C-36

- Competition Act, R.S. 1985, c. C-34

- Competition Tribunal Act, R.S. 1985, c. 19 (2nd Supp.)

- Consumer Packaging and Labelling Act, R.S. 1985, c. C-38

- Copyright Act, R.S. 1985, c. C-42

- Copyright Board: Sections 66 ff. of the Copyright Act, R.S. 1985, c. C-42

- Corporations Returns Act, R.S. 1985, c. C-43

- Department of Industry Act, S.C. 1995, c. 1

- Electricity and Gas Inspection Act, R.S. 1985, c. E- 4

- Employment Support Act, S.C. 1970-71-72, c. 56

- Government Corporations Operation Act, R.S. 1985, c. G-4

- Industrial and Regional Development Act, R.S. 1985, c. 1-8

- Industrial Design Act, R.S. 1985, c. I-9

- Integrated Circuit Topography Act, S.C. 1990, c. 37

- Investment Canada Act, R.S. 1985, c. 28 (1st Supp.)

- National Research Council Act, R.S. 1985, c. N-15

- Natural Sciences and Engineering Research Council Act, R.S. 1985, c. N-21

- Patent Act, R.S. 1985, c. P-4

- Pension Fund Societies Act, R.S. 1985, c. P-8 (ss. 4, 6 and 7)

- Personal Information Protection and Electronic Documents Act, S.C. 2000, c. 5

- Precious Metals Marking Act, R.S. 1985, c. P-9

- Public Documents Act, R.S. 1985, c. P-28

- Public Officers Act, R.S. 1985, c. P-31

- Public Servants Inventions Act, R.S. 1985, c. P-32

- Radiocommunication Act, R.S. 1985, c. R-2

- Regional Development Incentives Act, R.S. 1970, c. R-3

- Seals Act, R.S. 1985, c. S-6

- Small Business Investment Grants Acts, S.C. 1980-81-82-83, c. 147

- Social Sciences and Humanities Research Council Act, R.S. 1985, c. S-12

- Special Areas Act, R.S. 1985, c. S-14 (Ontario and Quebec)

- Standards Council of Canada Act, R.S. 1985, c. S-16

- Statistics Act, R.S. 1985 c. S-19

- Telecommunications Act, S.C. 1993, c. 38

- Teleglobe Canada Reorganization and Divestiture Act, S.C. 1987, c. 12 (specified functions)

- Telesat Canada Reorganization and Divestiture Act, S.C. 1991, c. 52 (policy role)

- Textile Labelling Act, R.S. 1985, c. T-10

- Timber Marking Act, R.S. 1985, c. T-11

- Trade Unions Act, R.S. 1985, c. T-14

- Trade-marks Act, R.S. 1985, c. T-13

- Weights and Measures Act, R.S. 1985, c. W-6

- Winding-up and Restructuring Act, R.S. 1985, c. W-11 (Part I only)

Organization

Audit and Evaluation (AEB)

The Audit and Evaluation Branch provides the Deputy Minister, Associate Deputy Minister, and departmental management with an independent

capability to perform audits, evaluations, and reviews that are consistent with departmental and central agency policies; responds to departmental priorities; and enhances the efficiency, effectiveness, and economy of operations. The branch also provides support and advice on a number of initiatives, including performance measurement for departmental sectors and provides liaison with external organizations such as Treasury Board Secretariat, the Comptroller General of Canada and the Office of the Auditor General.

Chief Information Officer (CIO)

The Chief Information Officer is accountable to the Associate Deputy Minister and the Industry Canada Management Committee for the overall performance, effectiveness and efficiency of information management / information technology (IM/IT) services within Industry Canada. A major responsibility of the CIO is maximizing the performance of the department through modern and progressive management of IM/IT services, policies, and resources. Other responsibilities include support for Strategis, Canada's largest business website through which the department delivers its online services. Specifically, the CIO manages the department's informatics resources including the high capacity national wide area network; operates Industry Canada's library and information products; manages the electronic publishing process and development of custom information products; establishes and implements marketing strategies to promote the use of strategic business information; provides client support services; and undertakes systematic client feedback assessments.

Communications and Marketing Branch (CMB)

The Communications and Marketing Branch (CMB) ensures that the Communications Policy of the Government of Canada is properly applied to all departmental communications activities. It also manages communications planning, advisory services, advertising, media relations, marketing, public opinion research, publications, Internet presence, ministerial event participation and other key communications activities within the department. CMB is the source of communications advice to departmental sectors and senior managers, and provides strategic and operational communications support to the Minister of Industry

and to the offices of the Deputy Minister and Associate Deputy Minister.

Communications Research Centre Canada (CRC)

Communications Research Centre Canada has been dedicated to advanced communications research and development (R&D) for more than 50 years. Its research provides a technical basis for the development of regulations and standards in support of public policy. Key research areas include wireless systems, radio fundamentals, communications networks, interactive digital multimedia, and photonics technologies. CRC has a strong tradition of technology transfer to industry and has been responsible for the creation of more than 100 companies. It operates an Innovation Centre to provide high-technology startups with access to its technologies, research expertise and unique laboratories.

Competition Bureau (CB)

The Competition Bureau promotes competition and efficiency in the Canadian economy through the administration of the Competition Act, concentrating on a balance between enforcement activities and compliance programs, public awareness and submissions on regulatory matters. The Bureau also promotes a fair and efficient marketplace through the administration of the Textile Labelling Act, the Precious Metals Marking Act, and the Consumer Packaging and Labelling Act, emphasizing a compliance approach by working with business to predict and prevent problems from occurring. The Commissioner of Competition, the head of the Competition Bureau, is a statutory appointment under the Competition Act with the responsibility of administering and enforcing the Competition Act and the other Acts cited above. The Competition Bureau consists of eigjht branches, four of which are responsible for the enforcement of the Acts. The Competition Bureau is composed of the following branches: Civil Matters Branch; Compliance and Operations Branch, Economic Policy and Enforcement Branch, External Relations and Public Affairs Branch; Legislative and Parliamentary Affairs Branch, Criminal Matters Branch; Fair Business Practices Branch; and Mergers Branch.

Comptrollership and Administration Sector (CAS)

The Comptrollership and Administration Sector is responsible for financial and materiel management

and related policies, facilities, security, program integrity, the Industry Canada loan insurance portfolio, and processes and standards that are consistent with modern comptrollership. This sector is composed of the following: Financial Planning and Investments Branch; Financial and Materiel Management Directorate; Financial Policy Group, Strategic Management Branch; Security Services Directorate; and Facilities Management Directorate.

Corporate and Portfolio Office (CPO)

The Corporate and Portfolio Office provides executive support to the offices of the Minister, the Deputy Minister and Associate Deputy Minister, as well as secretariat support to the Deputy Minister and Associate Deputy Minister as it relates to their broad Industry Portfolio coordination responsibilities.

The CPO provides timely and quality services to ensure executive clients are effectively supported in all their correspondence, corporate services (i.e. administration, finance, and human resources) and parliamentary affairs requirements. The CPO supports the day-to-day operations of the executive offices. The primary CPO groups responsible for these services are: Executive Correspondence and Records, Executive Services, and Parliamentary Affairs, Appointments and Briefing groups.

The CPO also provides secretariat support to the Industry Portfolio (IP) departments, agencies, quasi-judicial bodies and Crown corporations. The 12 organizational members of the IP are Business Development Bank of Canada (BDC); Canadian Space Agency (CSA); Canadian Tourism Commission (CTC); Competition Tribunal (CT); Copyright Board (CB) Canada; Enterprise Cape Breton Corporation; Industry Canada (IC); National Research Council (NRC) Canada; Natural Sciences and Engineering Research Council of Canada (NSERC); Social Sciences and Humanities Research Council of Canada (SSHRC); Standards Council of Canada (SCC); and Statistics Canada (SC).

Human Resources Branch (HRB)

The Human Resources Branch provides strategic information, advice and operational services to the department on corporate management and succession planning strategies, relationships with unions, demographic profiling, research and analysis, indicators of the health of the organization, rejuvenation and revitalization

program strategies. Operationally, it provides decentralized, comprehensive and timely advice, guidance and assistance to departmental management and employees on classification, staffing and researching, official languages, employment adjustment, labour management, employee equity, awards and recognition, career planning, compensation and benefits.

Industry Sector (IS)

The mission of the Industry Sector is "to help build a strong 21st century Canadian economy by applying Industry Sector's value-added knowledge and expertise about Canadian industry to government decision-making and industrial development." Through its efforts, the Sector helps Canadian industry and businesses compete, grow and create jobs in the knowledge economy. It contributes to two of Industry Canada's strategic objectives – an Innovative Economy, and Competitive Industry and Sustainable Communities. As a center of knowledge and analysis on industrial sectors in Canada, it is aimed at enhancing the competitiveness of Canadian industry. The Sector maintains open and comprehensive channels of communications with key sectors, enabling a capacity for the informed advocacy of industry interests in government decision-making, and conveying the government perspective back to industry. It provides analysis of the challenges and opportunities facing key sectors in the economy. In addition, the Sector develops policy options for possible government response to the extraordinary challenges and opportunities, and delivers the subsequent programs and services.

The Sector comprises seven branches: Aerospace, Defence and Marine Branch, Automotive and Industrial Materials Branch, Energy and Environmental Industries Branch, Life Sciences Branch, Manufacturing Industries Branch, Service Industries Branch, and Industrial Analysis and Sector Services Branch. It is also responsible for the Canadian Biotechnology Secretariat.

The Canadian Biotechnology Secretariat (CBSec) coordinates federal policy and programs under the Canadian Biotechnology Strategy. The two core roles of the Secretariat are to provide strategic advice and staff support to the Canadian Biotechnology Advisory Committee (CBAC), and to provide policy, communications and coordination services for federal departments and agencies contributing to the Strategy. CBAC is an external, expert panel that advises Ministers on the

ethical, social, economic, scientific, regulatory, environmental and health aspects of biotechnology. The Executive Director of the Secretariat reports to the Assistant Deputy Minister, Industry Sector, Industry Canada.

Information and Privacy Rights Administration (IPRA)

Oversees the administration and policy development of the Access to Information Act and the Privacy Act on behalf of the department. It processes formal requests, advises senior management on the administration and interpretation of the legislation and the disposition of cases, and promotes awareness of the legislation within the department.

Office of Consumer Affairs (OCA)

The Office of Consumer Affairs works to promote a fair and efficient marketplace for Canadian consumers, and to protect consumer interests. The Office helps consumers obtain credible marketplace information; provides analysis of key policy issues from the consumer perspective; and works with governments, business and consumer groups to improve Canada's system of consumer protection.

Operations Sector (OPS)

The Operations Sector is Industry Canada's service delivery arm with 2700 employees providing services in more than 60 Canadian communities. It serves the business community with a full range of information and intelligence in delivering Industry Canada's strategic objectives. Through its marketplace organizations, it contributes to the regulation of the marketplace and promotes an environment to improve the competitiveness of Canadian industry and ensure fair market practices.

The Sector is composed of 17 business units organized in three clusters. The Business and Marketplace Services cluster consists of the Canadian Intellectual Property Office, Corporations Canada, Measurement Canada and the Office of the Superintendent of Bankruptcy; the Business and Community Economic Development cluster consists of Aboriginal Business Canada, Technology Partnerships Canada, Canada Business Branch, Federal Economic Development for Northern Ontario Region, the Operations and Small Business Financing Branch, and the Canada-Ontario Infrastructure Program; and, the Regions cluster consists of five regional offices and

the Policy and Regional Cohesion Branch. The Sectorial Strategies and Services Branch services the entire Sector.

Aboriginal Business Canada

Aboriginal Business Canada (ABC) is an Industry Canada program that maximizes Aboriginal people's participation in the economy through business development. The program provides a range of services, support, and information to Canadian Indian, Métis, and Inuit entrepreneurs and business organizations. ABC works with a network of Aboriginal Financial Institutions that act as developmental lenders and offer business advisory services. Some of these organizations also act as third-party delivery agents for ABC, primarily in rural and remote areas.

Canada Business Branch

The mandate of the Canada Business Branch is to enhance business competitiveness by improving the effectiveness of service delivery across government and by building on existing partnerships and government-wide platforms to deliver seamless, multi-channel, multi-jurisdictional information and services, at low cost, to businesses.

The Canada Business Branch delivers its mandate through its service to business organizations including:

Canada Business, a multi-channel government information service for businesses and start-up entrepreneurs in Canada. (Currently, there are 13 Canada Business contact centre locations – one in every province and territory. See also: the Atlantic Canada Opportunities Agency, Canada Economic Development for Quebec Regions, and Western Economic Diversification Canada for listings on Canada Business).

Student Connections, which hires post secondary students to provide e-commerce and Internet training to small and medium-sized business as well as Internet training to seniors; and, BizPal, an online service that simplifies the business permit and licence process for entrepreneurs, governments, and third party business service providers.

Canadian Intellectual Property Office

The Canadian Intellectual Property Office, (CIPO) is a Special Operating Agency of Industry Canada. CIPO accelerates economic development in Canada by administering patents, trade-marks,

copyrights, industrial designs and integrated circuit topographies. It ensures that the information acquired, in exchange for the granting of intellectual property (IP) rights, is made available to the public in searchable databases. The Office fosters the use of the IP system and information, as well as encourages invention, innovation and creativity in Canada by raising awareness and educating clients. CIPO also represents Canada's international IP interests.

Corporations Canada

Corporations Canada administers the Canada Business Corporations Act (CBCA), the Canada Cooperatives Act, the Canada Corporations Act, and several other statutes, through; the examination of applications for federal incorporation, continuance, amalgamation and dissolution of corporations; the management of a database on federal corporations; and, the collection, assessment and verification of information made available to the public. It also issues exemptions from certain requirements of the CBCA and monitors and enforces compliances with various statutory requirements.

Federal Economic Development Initiative for Northern Ontario (FedNor)

FedNor's mission is to promote community economic development, diversification and job creation in Northern and rural Ontario in an effort to build sustainable communities and improve access to capital, information and markets by working with business and other community partners. FedNor delivers four key programs in rural Ontario – the Northern Ontario Development Program, the Community Futures Program, the Eastern Ontario Development Fund, and the Social Economy Program in Ontario.

Measurement Canada

Measurement Canada, an agency of Industry Canada, is responsible for ensuring the equity and accuracy of products and services bought and sold on the basis of measurement. Services include evaluating and approving prototype scales, gasoline pumps, electricity and natural gas meters, and other types of measurement systems for use in Canada, testing and certifying the accuracy of measurement systems used in retail and commercial transactions calibrating and certifying test standards, granting private sector companies the authority to certify measurement systems on

Measurement Canada's behalf and investigating complaints of suspected inaccurate measurement.

Office of the Superintendent of Bankruptcy

The Office of the Superintendent of Bankruptcy supervises the administration of the Canadian bankruptcy and insolvency process. It maintains a public record of bankruptcies and receiverships, as well as consumer and commercial proposals, which enable individual debtors and viable businesses to reorganize their financial affairs and possibly avoid bankruptcy. It is responsible for the licensing, monitoring and disciplining of private sector trustees.

Operations and Small Business Financing Branch

The Branch manages the Canada Small Business Financing Program, which facilitates access to loans for the establishment and expansion of small and medium-size enterprises by sharing losses on loans with financial institutions (lenders). The Branch also coordinates the department's activities in support of Section 41 of the Official Languages Act and manages the implementation of the Industry Canada component of the Government Action Plan for Official Languages. Finally, the Branch provides Ministerial support services and briefings for regional visits by the Minister of Industry, the Minister responsible for FedNor and departmental senior officials.

Policy and Regional Cohesion Branch

The mandate of the Policy and Regional Cohesion Branch (PRCB) is to provide strategic advice and support to the Assistant Deputy Minister and the Associate Assistant Deputy Minister by playing a challenge function and coordination role on policy, regional cohesion and trade issues.

Regional Offices

Industry Canada has regional and district offices across Canada. They deliver a wide range of Industry Canada programs and services to foster a fair and competitive marketplace. The regional offices also bring a national perspective to the development of micro-economic policy and the enhancement of national objectives by reflecting regional realities.

Regions play a coordinating function for all Industry Canada activities in the region andare the key interface for clients and stakeholders. Through effective regional presence (networks,

partnerships, local delivery) regions integrate, inform and advance departmental and governmental priorities.

Sectorial Strategies and Services Branch/ Canada-Ontario Infrastructure Programs

The Sectorial Strategies and Services Branch provides services in two main streams. First, in support of the Assistant Deputy Minister and Associate Assistant Deputy Minister, the Branch provides analysis and advice on significant management and operational issues facing the Sector. Secondly, it comprises the Canada-Ontario Infrastructure Programs Directorate (COIP). The Canada-Ontario Infrastructure Programs Group is responsible for the delivery of the Canada-Ontario Municipal Rural Infrastructure Fund (COMRIF) through a federal–provincial joint secretariat, the delivery of the Canada-Ontario Infrastructure Program (COIP), as well as the operational delivery of certain projects under the Canada Strategic Infrastructure Fund (CSIF) in Ontario.

Technology Partnerships Canada

Technology Partnerships Canada (TPC) is a technology investment fund established to increase economic growth, create jobs and wealth, and support sustainable development. TPC makes strategic investments in research, development and innovation in order to encourage private sector investments, and to maintain and grow the technology base and technological capabilities of Canadian industry.

TPC is now closed to new applications, except for aerospace and defence (A&D) outlines, which will be accepted pending the outcome of the government's decision on an A&D Strategic Framework.

Science and Innovation Sector (SI)

The Science and Innovation Sector is a policy organization; leads on strategies and advice for fostering innovation, including through federal investments in research and development (e.g., investments in university-based research, initiatives to encourage greater technology adoption by Canadian businesses); develops marketplace framework policies, legislation and rules in the areas of intellectual property (patents, copyright, trade-marks) and business corporation and insolvency; advises on policies and priorities of small businesses, including on matters of access to financing through the Business Development Bank of Canada and the Canada

Small Business Financing Program; reviews and makes recommendations on proposed investments by non-Canadians under the Investment Canada Act ; coordinates Industry Canada's federal-provincial relations, and leads on advice and federal negotiations in respect of the Agreement on Internal Trade; and is the focal point in the department for cross-cutting international trade negotiations (e.g., WTO, Korea FTA, Canada-EU). This sector is composed of the following branches: Marketplace Framework Policy; Innovation Policy; International and Intergovernmental Affairs; Small Business Policy; and Management Services.

Strategic Policy Sector (SP)

The Strategic Policy Sector is responsible for the development of the research and analysis to support the development of policies, particularly those within Industry Canada's mandate, aimed at growing economic prosperity in Canada. The Sector contributes to policy discussions; manages the departmental policy, speech from the throne and budget processes; coordinates briefings for Cabinet; and supports the Deputy Minister's Committee on Economic Prosperity. It is also responsible for the horizontal coordination and advocacy activities related to the federal government's wealth creation policy framework to enable Canadian business development, efficient markets and Canadian competitiveness. This sector is composed of the following branches: Strategic Policy; Micro-Economic Policy Analysis; and Management Services.

Spectrum, Information Technologies and Telecommunications Sector (SITT)

The objective of the SITT Sector is to accelerate Canada's transition to the network economy through the development and use of information and communications technologies (ICTs), the economic, social, cultural and civic benefit of all Canadians. This includes formulating telecommunications and information policies, which provide an encouraging and predictable environment for investment and innovation; providing a competent base of expertise in technical and strategic issues in the area of systems interconnection materials and related telecommunications and information technology standards; ensuring the availability and use of communications and information goods and services to all Canadians; promoting the growth and diffusion of electronic commerce in Canada and internationally; building and maintaining

ground rules for the protection of personal information/privacy; managing and securing electronic identity; ensuring the safety, reliability and security of networks; and combatting cyber-crime and offensive and harmful content.

As well, SITT responsibility includes supporting ICT infrastructure development in the form of broadband, providing public Internet acces and refurbished computer equipment to communities facing barriers to ICT adoption and use and, building capacity in unserved, disadvantaged communities; enhancing the competitiveness of ICT industries through the delivery of innovation, trade support, investment promotion and policy advocacy programs; developing policies aimed at achieving Canadian interests in multilateral communications organizations such as the International Telecommunications Union (ITU), the Organization for Economic Cooperation and Development (OECD); and the Asia-Pacific Economic Cooperation (APEC) Telecommunications and Information (TEL) Working Group; managing the department's bilateral telecommunications relationships; and achieving international research and development cooperation and technical marketing.

The Sector also strives to ensure the accommodation of as many users of the radio frequency spectrum as possible with a minimum of interference; promotes the development and growth of radiocommunications; manages spectrum use by Canadian broadcasters, operators and radio licence holders; and, protects Canada's rights and interests regarding spectrum use through international agreements and regulations.

Information Holdings

Program Records

Aboriginal Business Canada
Description: Aboriginal Business Canada provides a range of support and services to Aboriginal businesses across Canada. The program supports trade and market expansion, tourism, innovation, youth entrepreneurship, and strengthened Aboriginal business and financial institutions, as well as certain other types of projects.
Topics: All components of the Aboriginal Business Development Program.
Program Record Number: IC ABC 005

Advanced Devices and Reliability
Description: Information pertaining to research and development of new microelectronic devices and circuits, particularly those based on compound semiconductor materials such as gallium arsenide (GAAs), and the evaluation of these materials in regard to their suitability for device and circuit fabrication.
Topics: Device and circuit fabrication processes and evaluations; GAAs high-speed logic optoelectronic devices and circuits for data processing; and broadband switching applications.
Program Record Number: IC CRC 800

Alternate Service Delivery
Description: Information on the Accreditation and Registration Programs.
Topics: Accreditation, electricity and gas, weights and measures, authorized service providers, manufacturers, contractors (utilities), service organizations, factory initial inspections, accreditation standards, International Organization for Standardization (IOS), quality assurance criteria, administrative requirements, initial transition period, manual review procedure, audit procedure, enforcement policy.
Program Record Number: IC MC 225

Broadcasting and Cable Databases
Description: This bank contains technical and administrative information related to broadcasting certificates. The information is used in the issue, renewal and amendment of certificates under the Radiocommunication Act and in providing technical certification to the Canadian Radio-Television and Telecommunications Commission (CRTC) to permit the issue of broadcast licenses under the Broadcasting Act. It is also used in meeting the technical criteria in bilateral agreements with the U.S.A. and agreements administered by the International Telecommunications Union (ITU). Some of this information is shared with the following organizations: Transport Canada, and NAV Canada, to ensure that transmission of FM broadcasting stations do not interfere with aircraft communications; Natural Resources Canada, in preparing topographical maps; the CRTC; and the Federal Communications Commission of the U.S.A. (FCC), in relation to the above agreements.
Topics: Technical brief, call-sign.
Access: Numeric filing system by broadcasting type (AM, FM, TV, Digital Radio and TV satellite radio).
Program Record Number: IC SIT 810

Broadcast Technologies Research and Development

Description: Information on research and development in broadcasting and related technologies, systems and services.

Topics: Television; sound (radio); datacasting; imagery; video and film generation; interactive home-services; behavioural research; broadcast standards and networks.

Program Record Number: IC SIT 815

Cable Television Database

Description: This bank contains technical and administrative information related to broadcasting certificates for cable television distribution systems. The information is used in the issue, renewal and amendment of certificates under the Radiocommunication Act and in providing technical certification to the Canadian Radio-Television and Telecommunications Commission (CRTC) to permit the issue of licenses under the Broadcasting Act. Parts of this information are shared with the Transport Canada, to ensure that transmission towers do not interfere with aircraft communications and navigation, and with the CRTC.

Topics: Authorized distribution, leakage monitoring, aeronautical channels.

Access: Numeric filing system.

Program Record Number: IC SIT 820

Canada Business

Description: General information on the operation of Canada Business network. Also includes records of client service interactions with Canada Business service centres located in Ontario, Yukon, Northwest Territories and Nunavut, the four centres for which Industry Canada is operationally responsible.

Topics: Program information, evaluations, national statistics, client service system, and national web-services information system records.

Access: Client records are arranged by name, address and telephone number.

Program Record Number: IC CIO 710

Canada Small Business Financing Program (CSBFP)

Description: This Program can assist new and existing small businesses with annual gross revenues not exceeding $5 million (excluding farming and charitable or religious enterprises) in obtaining term loans and capital leases of up to $250,000 to help finance the purchase or improvement of fixed assets such as land, buildings and/or equipment. The loans are made directly by qualified lenders (chartered banks, caisses populaires, most credit unions etc.) and the leases are issues by participating lessors.

Topics: Detailed information related to program parameters and listing of lenders and lessors are available on the CSBF program website at www.strategis.gc.ca/csbfa.

Program Record Number: IC OPS 605

Communications and Marketing

Description: Plays a pivotal role in ensuring that the Canadian public, and departmental clients and employees receive information about Industry Canada's policies, programs and services.

Topics: Communications; communications planning; media relations; coordination, production and distribution of speeches, news releases, publications, style guides, and websites.

Program Record Number: IC CMB 350

Communications Application Research

Description: Information on the development, implementation and marketing of new or improved products and services to meet the requirements of people with disabilities and seniors. This involves project management resulting from the application of policy and research and development undertaken by the department and its partners.

Topics: Social and informatics applications, assistive technologies for people with disabilities and seniors.

Program Record Number: IC SIT 825

Competition

Description: Information on enquiries, complaints, legal proceedings and prosecutions under the Competition Act.

Topics: Program of compliance; international agreements; cooperation and liaison; enquiries and investigations; exports; imports; investments; textiles labelling; merchandising; mergers and pre-notifications; monopolies; price fixing; research; sales; services; tariffs; trademarks; transportation; warranties; guaranties. Industries: agricultural and retail services, fishing and trapping; logging and forestry; mining; manufacturing; construction; transportation and storage; communications and other utilities; wholesale and retail trade; finance and insurance; real estate and operating insurance agents; business services; government services; educational services; health and social services; accommodation; food and beverage services.

Access: Case files are arranged under the 18 major groups of the standard industrial classification system.

Format: Microfilm, magnetic tape.
Program Record Number: IC CB 075

Components and Subsystems
Description: Information pertaining to research
and development on the design, testing and
application of GAAS monolithic microwave
integrated circuits (MMIC), miniature hybrid
microwave integrated circuits (MHMIC),
components for use in the EHF frequency band,
and the design and application of silicon very large
scale integrated circuits (VLSI).
Topics: MMIC components and devices;
EHF MHMIC components; high speed digital
components; and phased array antennas (for
communications, radar and microwave landing
system application).
Program Record Number: IC CRC 830

Comptrollership and Administration
Description: Responsible for Chief Financial
Officer functions including attestation, financial
management and materiel management. The
Comptrollership and Administration Sector (CAS)
also develops related policies and systems, and
manages facililities, security, program integrity,
and the departmental loan insurance portfolio.
Topics: Financial and materiel management;
facilities; security; program integrity; loan
insurance portfolio.
Program Record Number: IC CAS 300

Consumer Affairs
Description: Information on consumer issues,
policy, marketplace trends and contributions to
consumer groups.
Topics: Applications for funding.
Access: Alphabetical by subject or organization.
Program Record Number: IC OCA 550

Copyright, Integrated Circuit Topography and Industrial Design
Description: Information on copyright, integrated
circuit topography and industrial design legislation.
Topics: Copyright Act, Integrated Circuit
Topography Act, Industrial Design Act; copyright,
integrated circuit topography and industrial
design case files; Timber Marking Act; registration
and revision, enquiries, surveys, consultations
with provinces, the private sector, and other
departments; registration and enquiries
about authors' and designers' works;
applications for licenses.
Access: Registration and files arranged by title
with cases filed numerically by subject, registration
number and owner name.
Program Record Number: IC CIP 570

Corporate and Portfolio Office
Description: Provides executive support to
the offices of the Minister, Deputy Minister and
Associate Deputy Minister.
Topics: Executive Services; Correspondence;
Parliamentary Affairs, Portfolio Management.
Program Record Number: IC CPO 400

Corporations Canada
Description: Information concerning incorporation
of federal companies – contains data on federal
corporations that are used for internal record
keeping and information dissemination via the
telephone, mail, fax or Internet. The master
file also contains data used for the issuance of
certificates, such as Certificates of Incorporation,
or Amendment and for the administration of
compliance programs.
Topics: Applications, charters, financial
statements, annual returns, enquiries, liaison with
companies, inquiries and compliance actions;
exemptions; arrangement court applications;
boards of trade; corporations.
Access: Files accessible by corporation name or
corporate number.
Format: EBE database
Program Record Number: IC COR 200

Economic Policy
Description: Information on economic and
industrial policies; trade; financial institutions;
the environment.
Topics: Federal–provincial relations; foreign;
monetary; prices–indexes and surveys regional
situation; regulations; taxes; unemployment;
industries; Canada, distribution, industry, legislation
and programs, prices–indexes, processing,
retailing, United States; agreements on tariffs
and trade, United Nations Committee on Trade
and Development; tariffs – imports, quotas; trade
agreements, extra-territoriality.
Access: Files arranged by subject.
Program Record Number: IC POL 700

Electricity and Gas
Description: Information on the electricity
and gas program.
Topics: Electricity – Act, regulations, policies,
inspection procedures, meter approvals,
calibrations, inspection reports, contractor
registrations, applicable forms. Natural Gas Act,
regulations, policies, inspection procedures,
meter approvals, calibrations, inspection reports,
contractor registrations, applicable forms.
Program Record Number: IC MC 205

Electronic Commerce
Description: ECOM: Creates a favourable legal and policy environment for investment in e-commerce, and its rapid diffusion throughout the economy, in order to enhance industrial competitiveness and productivity.
Topics: e-commerce; industrial competitiveness and productivity.
Program Record Number: IC SIT 865

Emergency Telecommunications
Description: Information on emergency telecommunications planning in support of the Department's mandate summarized in Emergency Preparedness Act dated April 27, 1988 and Departmental Responsibilities for Emergency Preparedness dated May 1985.
Topics: Emergency preparedness and crisis management; interdepartmental, intergovernmental and international committees on civil emergency planning; emergency telecommunications programs and contingency plans; Cyber Security; emergencies broadcast system Public Alerting (CANALERT) and support by regions; NATO and U.S./Canada military and civil exercises.
Program Record Number: IC SIT 835

Engineering
Description: This class of documents contains information on technical standards and procedures for radio equipment and systems, the development and implementation of radio frequency plans and frequency assignment criteria. It also contains the Terminal Attachment Program standards and procedures.
Topics: Equipment type approval; technical methods, practices, procedures and standards; development and engineering. Spectrum management: assignment and licensing subsystems, research, special projects, pilot projects, spectrum surveillance system, automated systems development.
Program Record Number: IC SIT 840

Human Resources
Description: Provides strategic information, advice and operational services.
Topics: Corporate management; succession planning strategies; unions; demographic profiling; advice, guidance and assistance to departmental management and employees on classification, staffing and researching official languages, employment adjustment, labour management, employee equity, awards and recognition, career planning, compensation and benefits.
Program Record Number: IC HRB 050

Industry
Description: Industry Sector develops initiatives that 1) stimulate and support innovation in Canada, and 2) contribute to the global competititveness and sustainable economic growth of Canadian businesses.
Topics: Canadian Industrial Sectors – aerospace, defence, marine, automotive, truck, rail, biotechnology, life sciences,energy technologies, environmental technologies, forest products, industrial materials, apparel and textiles, manufacturing, and services.
Program Record Number: IC IND 130

Industry Structure and Services
Description: Policies relating to corporate relations and services in the telecommunications carriage industry.
Topics: Legislation; competition; terms and conditions of service; terminal attachment.
Program Record Number: IC SIT 845

Information Highway
Description: Information Highway Applications Branch (IHAB) programs are active at the local, regional and national levels to assit Canadian and communities in overcoming barriers to ICTs through strategic investments in ICTs infrastructure. This includes the provision of a national community-led, partnership-based electronic delivery infrastructure platform based on 3,930 community Internet access sites across Canada; a Treasury Board mandated national ICT program to refurbish and distribute used government and private-sector computers to schools, libraries and other non-profit learning organization; First Nations School connectivity and broadband deployment programs for unserved communities. The combined objective is to increase opportunities for Canadians to participate in the Internet enabled economy to achieve broader social and economic development.
Topics: Information highway; innovation; information technology skills; recycling computers, broadband, community access sites.
Program Record Number: IC SIT 895

International Comparative Policy
Description: Information on Canada's telecommunications and cultural relations with multilateral trade organizations as well as Canada's bilateral relations with the United States in the field of telecommunications to ensure the successful pursuit of Canada's bilateral interests, and the promotion of the Canadian communications trade and industry. Also, information, studies, briefs

and documentation on related cultural and communications policies in selected foreign countries.
Topics: Canada United States trade relations; spectrum coordination matters; cable and satellite retransmission rights; satellite services-direct broadcasting satellites (DBS); European Economic Community (EC); Organization for Economic Cooperation and Development (OECD); Asia Pacific Economic Cooperation (APEC); comparative policy analyses of Canadian communications policies versus those of other countries and regions.
Program Record Number: IC SIT 850

International Telecommunications and Coordination
Description: Development, analysis and the national integration of international telecommunications policy and strategic positions; the provision of advocacy and representational services to the department and government through promoting, negotiating and implementing privileged bilateral, and multilateral government-to-government cooperative and framework agreements; the development and elaboration of telecommunications trade policy; and the provision of authoritative advice and recommendations on issues and opportunities to support the realization of the corporate vision of increasing Canada's competitive advantage in the international forum.
Topics: International telecommunications policy strategy and positions; treaty-based inter-governmental organizations (e.g. ITU, CTO); privileged bilateral relations; emerging strategic markets; multilateral and regional market liberalization (e.g. WTO, FTAA, APEC); international policy and regulatory developments; (UN WSIS); WTO commitments; international forum of influence (e.g. OECD, CITEL, APEC, PTC, Francophonie); government/industry consultative committees (e.g. ITU, CITEL, APEC, OECD); world radio standardization and development conferences; international policy coordination and telecommunications (e.g. ITU, APEC).
Program Record Number: IC SIT 855

International Telecommunications Union (ITU) Activities
Description: Information pertaining to Canada's involvement in the International Telecommunications Union activities in consultation, management, regulation, development, standards setting and technical assistance.

Topics: Plenipotentiary conferences, ITU Council, Council Working Group, world conferences on international telecommunications, the Radiocommunication Sector (ITU-R); world and regional radiocommunication conferences, radio regulation board, radiocommunication assemblies, radiocommunication advisory group, national and international study groups; Telecommunications Standardization Sector (ITU-T); world telecommunication standardization assembly (every four years); national and international study group meetings, telecommunication standardization advisory group; Telecommunication Development Sector (ITU-D); telecommunications development conferences; national and international study groups, and the telecommunication development advisory group; world and regional telecommunication development conferences.
Program Record Number: IC SIT 860

Investment Review – Legal Opinions
Description: Contains information on ministerial opinions and related information concerning requests for which the Minister determines a delay in implementing an investment would result in undue hardship to the investor or would jeopardize the operations of the Canadian business that is the subject of an investment; views and opinions on the applicability of the provisions of the Investment Canada Act, regulations and interpretation notes in response to written requests submitted by one or more parties to an investment; and ministerial opinions and related information on whether an investor is a Canadian as defined in the Investment Canada Act.
Topics: Status opinions – rules respecting control of entities; trusts; corporations deemed to be Canadian; equal ownership of a corporation; transitory provisions concerning foreign opinion; corporate reorganization; acquisition of control; joint ventures; partnerships; indirect acquisitions; oil and gas properties and mining properties; business and Canadian business; calculation of thresholds; step transaction; absolute rights.
Access: Files arranged by name of applicants who ask for an opinion (individual, company, partnership, joint venture, government or agency of a foreign corporation).
Program Record Number: IC POL 720

Marketing Practices
Description: Enquiries, complaints, investigations, legal proceedings, interpretations and correspondence on misleading advertising and deceptive marketing practices.

Topics: Advertising enquiries; misleading advertising complaints (National, Pacific, Ontario, Quebec, Atlantic and Headquarters); program of compliance; surveys and studies.
Access: Files are arranged by subject, company and individual name.
Program Record Number: IC CB 080

Measurement Canada
Description: Information on measuring instruments, specifications, symbols and standards, metric regulations, international measurement, international standards and Canada's participation in international working groups.
Topics: Liaison with associations, councils and international organizations; technical enquiries; metric regulations.
Program Record Number: IC MC 215

Notifications
Description: Information concerning the notification of investments by non-Canadians – a complete record of the notification of each non-Canadian investment, from the submission of a notice to the issuance of a receipt by the Agency.
Topics: Notices in prescribed form; subsequent correspondence with investors.
Access: Files arranged by non-Canadian investor (individual, company, partnership, joint venture, government or agency of a foreign country).
Program Record Number: IC POL 725

Office of the Superintendent of Bankruptcy
Description: Information on investigations, licensing, assets and liabilities, enquiries, discharges, legal actions, control and audits, enquiries on civil and common law, and correspondence on bankruptcies.
Topics: Audits and auditing; student loans; examination; fraudulent bankruptcies; enquiries-civil law, common law; bonds and bonding; claims; conferences; liaison-foreign governments, provinces, etc.; costs and taxation; dividends; estates; fees and expenses; instruction bulletins; licences; offences; application for a bankruptcy order; projects; prosecutions; reports and statistics; trustees; investigation of bankruptcies; trustees-in-bankruptcy; bankruptcy estate control files; retired or rejected applications.
Access: Trustee files are arranged by name of individual or corporation.
Format: EDP system; contains insolvency data used by bankruptcy offices to publish bankruptcy notices.
Program Record Number: IC OSB 275

Online Feedback
Description: This data bank contains an inventory of complaint reports from clients who provided feedback to the Canadian Intellectual Property Office (CIPO). It includes the following client contact information: client name, company name, telephone, email, the nature of the complaint and the information supplied by CIPO. This database provides clients with the ability to formally register complaints with the CIPO. It is one component of CIPO's Client Relationship Management (CRM) program.
Topics: Collect client feedback and identify areas for service improvement.
Program Record Number: IC CIP 110

Optical Communications Technologies
Description: Information pertaining to research and development on optical communications and electrophotonics that have application in communications and informatics.
Topics: Research on standards; field trials; optical computing and switching; optical and passive waveguides; military applications; fibre optics local networks.
Program Record Number: IC CRC 870

Patents
Description: Information concerning inventive works.
Topics: Applications, registrations, licensing, legal actions, studies, surveys, correspondence, regulation, complaints and enquiries, and research and technical data; liaison with universities, associations, departments, foreign governments, provinces; information retrieval; court actions, legislation; agents; classification; public servants' inventions; technology.
Access: Files arranged by subject with a large case system by applicant names.
Program Record Number: IC CIP 100

Radio Communications Technologies
Description: Research and development in the area of radio communications technology, and the performance of radio communications equipment in its operating environment for military and civil applications.
Topics: Radio communications technology; radio frequency environment, radio systems techniques; radio networks; military communications.
Program Record Number: IC SIT 875

Radio Propagation
Description: Information on the transmission of radio waves in the very low-frequency (VLF) through the extra high-frequency (EHF) bands

and the design and management of analog and digital communication systems for both civilian and military applications.

Topics: VHF/UHF propagation studies, experiments and modelling; VLF/LF/MF/HF studies and models; microwave propagation studies; wireless local area networks; UHF/VHF prediction Program and Topographic Database.

Program Record Number: IC SIT 880

Regional Development

Description: Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following two programs, delivered in rural Ontario by FedNor, are included: the Northern Ontario Development Program and the Community Futures Program.

Topics: Economic development in areas of Canada where low incomes and slow economic growth are prevalent or where opportunities for productive employment are inadequate.

Program Record Number: IC OPS 610

Registration – Office of the Registrar General of Canada

Description: Information on formal documents, regulations, correspondence with other federal government departments, formal documents and railway deposits.

Topics: Formal documents and railway deposits.

Program Record Number: IC COR 205

Review of Applications

Description: Information on the review of non-Canadian investment proposals – a complete record of the review of each non-Canadian investment proposal, from the submission of an application to the Minister's decision whether or not the investment is likely to be of net benefit to Canada; in the case of investments that the Minister has decided are likely to be of net benefit to Canada, a record of investor performance with respect to plans and undertakings.

Topics: Application in prescribed form; certificates of receipt; subsequent correspondence with investors, including revised plans and undertakings; consultations with relevant provincial governments and federal departments; third-party representations; statutory documentation to the Minister; advice, including recommended courses of action to the Minister; results of monitoring the performance of investors' plans and undertakings, including the renegotiation of plans and

undertakings that have not been fulfilled.

Access: Files arranged by non-Canadian investor (individual, company, partnership, joint venture, government or agency of a foreign country).

Program Record Number: IC POL 730

Satellite Communications

Description: Information on the research and development of communications and other space systems and subsystems.

Topics: Space communications systems research; military satellite communications; search and rescue satellite (SARSAT); mobile satellite communications; radio navigation satellite; communications signal processing; low-cost satellite telephony terminals.

Program Record Number: IC SIT 885

Small Business Policy Branch

Description: The analysis of small business issues and development of policy and program options, advocacy of small business interests within the department and across the federal government and promotion of entrepreneurship and information on financing and sources of financing.

Topics: Small business.

Program Record Number: IC POL 735

Space and International Regulatory Activities

Description: This class of documents contains information on the application of Radiocommunication Act, the International Telecommunication Union Radio Regulations and Bilateral Agreements; the Authorization of Space Services, development and administration of procedures and regulations.

Topics: Coordination and Notification of space and terrestrial systems; World Radiocommunications Conferences (Preparatory and Post Conference Activities); Regulations; Authorization of spaces services; Policies and Procedures, (Applications and Development); ITU-R (Radiocommunications Sector Activities).

Program Record Number: IC SIT 890

Spectrum, Information Technologies and Telecommunications

Description: Facilitate the development and use of information and communication technologies, systems and services that serve the economic and social needs of all Canadians.

Topics: Systems interconnection; telecommunications; information technology standards; Community Access Program; Computers for Schools Program; Youth Employment Strategy; communications devices

and e-commerce.
Program Record Number: IC SIT 805

Spectrum Management Operations
Description: This class of documents contains information on the application of the Radiocommunication Act and the development and administration of regulations.
Topics: Call signs; procedures; standards and practices; regulations; spectrum management. Computer system operation: data management, Assignment Licensing System (PIB 2004). Interference: complaints and suppressions; prosecutions for unauthorized installations; Radio Operator Certification Records. Frequencies: coordination, amateur, experimental, private and public commercial, radio telephone, ships, monitoring (spectrum surveillance).
Access: General list – electronic
Format: Paper, DB QuoRC
Program Record Number: IC SIT 900

Student Connections (SC)
Description: Student Connections is an Industry Canada Initiative funded through the Youth Employment Strategy. SC provides practical, cost-effective e-commerce and Internet training to small and medium-sized business as well as Internet training to seniors. Student Connections services are delivered by college and university students who gain valuable on-the-job technology and business experience.
Topics: E-commerce and Internet training for SMEs; E-business presentations; Internet training for seniors.
Program Record Number: IC OPS 700

Technology Partnerships Canada (TPC)
Description: Information on Technology Partnerships Canada.
Topics: Aerospace and defence relating to product development, process development, technology development, production capability development, market feasibility studies, supplier development and defence conversion; Enabling technologies relating to advanced manufacturing and processing, applications of biotechnology, applications of advanced information technologies; Environmental technologies relating to clean process technologies, waste reduction and recycling, aid and water pollution control, energy and water conservation and clean car technologies. H2 (hydrogen) early adopters projects fostering the development of hydrogen and hydrogen-compatible technologies, such as fuel cells and those used to produce, store and distribute hydrogen.
Access: Files arranged numerically.
Program Record Number: IC TPC 650

Technology and Policy Planning
Description: Information about technological trends and priorities and the technical, economic institutional, regulatory and social impacts of those key technologies.
Topics: Technology assessment, research environment, telecommunications program design and assessment; artifical intelligence, new video technologies, electronic publishing, information technology, Vision 2000 project.
Program Record Number: IC SIT 905

Telecommunications Policy and Regulations
Description: Policies relating to the regulation of the telecommunications industry.
Topics: Regulatory reform; Smart Regulations; User Fees; regulatory policy and planning.
Program Record Number: IC SIT 910

Telecommunications Engineering and Certification
Description: Information on Mutual Recognition Agreements (MRAs) and Free Trade Agreements (FTAs) with other countries on conformity assessment of telecom apparatus; associated telecom regulations and procedures; mandatory telecommunications standards and regulations development; new voluntary telecom standards development; certification, testing, market surveillance and import monitoring of telecom apparatus; and developing and providing technical expertise on all telecom and IP matters including network security, and Next Generation Networks.
Topics: Mutual Recognition Agreements, Terminal Attachment Program, Telecom equipment certification, Telecom standards and regulations, IP network, network security and Next Generation Networks.
Program Record Number: IC SIT 915

Textile Labelling
Description: Information on regulations, interpretations and rulings, complaints and enquiries, correspondence, company registration, inspections, seizures and prosecutions, sampling and testing of textile products.
Topics: Textile labelling and legislation; liaison with the Canadian General Standards Board; Canada standards size program; care labelling program; liaison with other departments, provinces, boards, councils, industries, associations; identification numbers (CA); importation; laboratory compliance program; surveillance and enforcement;

investigations; surveys; testwork; upholstered and stuffed articles; reference material.
Program Record Number: IC CB 085

Trade-Marks
Description: Information concerning trade-marks and their uses.
Topics: Applications, registrations, licensing, regulation, correspondence and enquiries; trade-marks interpretations; abandonments; appeals, oppositions, registered users, trade-mark agents and examinations; appellation of origin.
Access: Files arranged by subject with case filing by trade-marks.
Program Record Number: IC CIP 105

Urea Formaldehyde Foam Insulation (UFFI)
Description: Case files related to urea formaldehyde insulation system – established to control and monitor amount of money requested by homeowner and the amount spent to provide information on homeowners and contractors.
Note: Program defunct as of 1986.
Topics: Compensation and assistance; claims.
Access: Case files are arranged by name and address of owner.
Program Record Number: IC ATI 180

Weights and Measures
Description: Information on the measurement of volumes, linear and cubic area, and mass.
Topics: Linear and cubic area – approvals, calibrations. Mass and volume – Act, regulations, policies, inspection procedures, device approvals, calibrations, inspection reports, applicable forms, metric, and prosecutions.
Program Record Number: IC MC 210

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Access to Information and Privacy Requests

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Business Continuity Plans (BCP)

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks

Aboriginal Business Canada
Description: Covers records related to fostering business development among Canada's Aboriginal people through Aboriginal Business Canada. Includes such material as initial contact, request for information, investigation and analysis, project monitoring, claims and payment, business performance review, and program evaluation. The following programs are included: Aboriginal Business Development and Aboriginal Capital Corporations. The types of information that the bank contains are names, addresses, telephone numbers, gender (in some cases), and Aboriginal ancestry and other related data on program clients and other Aboriginal peoples interested in business development and entrepreneurship.

Class of Individuals: The personal information relates to business clients, entrepreneurs and other Aboriginal people who have made an application for financial assistance or have participated in a program-sponsored data collection exercise.

Purpose: Information is collected for the purpose of determining eligibility, to assess the applicant's request for financial assistance, to review the data on applicants, and to assist in the development of new Aboriginal entrepreneurs in Canada.

Consistent Uses: The information is to be used for the purpose outlined in the purpose of the bank.

Retention and Disposal Standards: Retained for six years and transferred to National Archives of Canada for selective retention.

RDA Number: 89/023
Related PR#: IC ABC 005
TBS Registration: 003408
Bank Number: IC PPU 008

Aboriginal Digital Collections – Participant Information

Description: This bank contains the names, addresses, telephone numbers, email addresses, age categories, gender, Aboriginal heritage and disabled.

Class of Individuals: Youth who have or are currently participating in the Aboriginal Digital Collections program, including the pilot phase.

Purpose: The purpose of this bank is to support management in the development of a program evaluation and the measurement of the impact of the program on youth employment and skills development over the long-term.

Consistent Uses: The information gathered will be used by program management to track the youth and to survey them at a later date. Such longitudinal information is absolutely necessary, not only for the development of a program evaluation, but also for ongoing management purposes, as it will provide vital information on the efficiency and cost-effectiveness of the program. This will be necessary to guide management and in any potential changes in program direction that may be required over time.

Retention and Disposal Standards: This information will be retained for six years after the study or survey has ceased or been implemented. Destruction through agreement with National Archives of Canada.

RDA Number: 89/023
Related PR#: IC ABC 005
TBS Registration: 004174
Bank Number: IC PPU 081

Bankruptcy Detection/Investigation Files

Description: The content of this bank includes the name of the person being investigated, the initial complaint, the investigation order from the Superintendent of Bankruptcy to the Royal Canadian Mounted Policy (RCMP), RCMP investigation reports, investigation results, court decisions, and the fines or jail terms imposed. The name and the special investigation number are needed to access this information.

Class of Individuals: Individuals in bankruptcy or involved in a bankruptcy.

Purpose: The purpose of this bank is to facilitate the monitoring of the relative propriety of all proceedings under the Bankruptcy and Insolvency Act both before and after the declaration of bankruptcy.

Consistent Uses: The bank is used to monitor the progress, results and backlogs of investigations initiated by the personnel of the office of the Superintendent of Bankruptcy and investigated by the RCMP under the authority of the Bankruptcy and Insolvency Act.

Retention and Disposal Standards: The files are kept open until the investigation is closed. Files are retained in the division offices indefinitely.

RDA Number: M19/84
Related PR#: IC OSB 275
TBS Registration: 000122
Bank Number: IC PPU 035

Call-Centre Information Bank

Description: The data bank contains telephone call reports from consumers wishing to obtain information on the products and services available from the Canadian Intellectual Property Office (CIPO). It includes information on: clients (e.g. identity, address, telephone number), the Information Officer, nature of the call, questions/ needs of clients, and the information supplied by CIPO.

Class of Individuals: Clients that contact CIPO by telephone to obtain information.

Purpose: Assist Information Officers deliver quality enquiry services.

Consistent Uses: Facilitate continuous service improvements.

Retention and Disposal Standards: Retained for two years and then destroyed.

RDA Number: 78/005
Related PR#: IC CIP 570
TBS Registration: 004045
Bank Number: IC PPU 079

Canada Business Service Centres – Client Service System (CSS)
Description: Information in this database includes: name, address, telephone numbers, email addresses, language of service, nature and phase of business, nature of the enquiry, what was done to serve the client.
Class of Individuals: Clients (individuals and registered businesses (incorporated or not) who contact the Canada Business Service Centres in Ontario, North West Territories, Nunavut and Yukon to get business information.
Purpose: This system is used to serve the clients of the Canada Business Service Centres by searching various sources of information to answer an enquiry (in-person, telephone and email). Not every interaction requires complete client profile. Information is recorded only to the extent required to complete the service interaction. The system also produces a record of the service interaction for statistical reporting purposes. For reporting purposes, the individual identifiers are not used.
Consistent Uses: Only as described above. The database is not shared outside the CBSC.
Retention and Disposal Standards: retained for two years and then destroyed.
RDA Number: 98/001
Related PR#: IC CIO 710
TBS Registration: 005295
Bank Number: IC PPU 091

Canada Business Service Centres National Web-services Information System
Description: The bank of information contains records of both public and private sector clients (individuals and individuals representing companies and associations) who have requested and received web-related information and referral services (such as the "Talk to Us!" web support service), from the Canada Business Service Centres. Information provided by individuals and included in the database may include contact name, address, telephone, fax, email address, language, type of organization, length of time in business, nature of enquiry, service provided. Client satisfaction information provided on web-based feedback forms is also maintained but is not linked to any personal information volunteered during the session.
Class of Individuals: Recipients of web-related service from the Canada Business Service Centres.
Purpose: Data from bank is used at an aggregated level to determine and analyze service impact, client profile, service demand and services provided

by Canada Business Service Centre staff. Client satisfaction data is rolled-up to a summary level as input to service improvements. Information from this database will only be made available to Canada Business Service Centre personnel to help them respond to clients' requests for business information. Aggregate information is shared with partner organizations.
Consistent Uses: To be used only as outlined above.
Retention and Disposal Standards: Will be retained for two years and then destroyed.
RDA Number: 98/001
Related PR#: IC CIO 710
TBS Registration: 004456
Bank Number: IC PPU 090

Complaints and Enquiries Database
Description: Electronic data bank contains information on individual complaints against businesses. Includes names, addresses and phone numbers of individual.
Class of Individuals: General public.
Purpose: Monitoring consumer complaint activity; allows for consistent referrals of handling of similar consumer complaints.
Consistent Uses: Internal tracking of consumer complaints.
Retention and Disposal Standards: Perpetual maintenance as the files are electronic.
RDA Number: 78/005
Related PR#: IC OCA 550
TBS Registration: 001873
Bank Number: IC PPU 032

Complaints and Suppressions – Interference
Description: This bank contains records pertaining to the investigation of complaints and recommended actions for suppression of radio interference. Each file contains the complainant's name and address and the nature of the complaint.
Class of Individuals: General public.
Purpose: Information was obtained to document the manner in which complaints are handled and to provide management with information and technical statistics of radio interference complaints.
Consistent Uses: Only the technical information is released to the Canadian Standards Association and Comité international de standardisation des perturbations de radio as per international arrangements.
Retention and Disposal Standards: These records are retained for 10 years (active for three and dormant for seven years). Destruction through agreement with National Archives of Canada.
RDA Number: 79/002

Related PR#: IC SIT 875
TBS Registration: 003385
Bank Number: IC PPU 020

Complaints under the Competition Act
Description: The bank contains records of complaints made by the general public concerning offences under the Competition Act.
Class of Individuals: General public.
Purpose: The Competition Bureau receives and records complaints as part of its administration and enforcement of the Competition Act, the Consumer Packaging and Labelling Act, the Textile Labelling Act and Precious Metals Marking Act. Complaints are examined and may be used to identify areas of concern that require further investigative activity. Accordingly, the Bureau does not issue a report on each complaint received but rather summarizes its activities in the Annual Report of the Commissioner of Competition.
Consistent Uses: Specific investigation files may be disclosed to the Attorney General for the purpose of laying charges and to law enforcement agencies for carrying out investigations.
Retention and Disposal Standards: Records are retained for 15 years after the case is closed and then transferred to the National Archives of Canada.
RDA Number: 96/013
Related PR#: IC CB 075
TBS Registration: 002709
Bank Number: IC PPU 034

Departmental Boards, Advisory Committees, Agencies, etc., Reporting to Industry Canada Minister
Description: This bank contains brief details of departmental boards, advisory committees, agencies, etc. Details on members of such groups are limited to: name, affiliation, address, telephone number, commencement and expiry dates of appointment.
Class of Individuals: Members of above boards, committees, agencies, etc.
Purpose: To advise the Minister of existing and forthcoming vacancies on departmental boards, advisory committees, agencies, etc. for which he has the responsibility to appoint replacements.
Consistent Uses: Results are used as described above.
Retention and Disposal Standards: Retained for five years and then transferred to the National Archives of Canada.
RDA Number: 98/001
Related PR#: IC CPO 400

TBS Registration: 001721
Bank Number: IC PPU 005

Deposit Trust Files
Description: This bank contains information relating to individuals who are regular users of departmental services.
Class of Individuals: General public.
Purpose: This bank serves as an accounting record for those individuals who wish to prepay for services provided by the Department.
Consistent Uses: This bank is also used to determine whether sufficient funds are available before a service is rendered.
Retention and Disposal Standards: Files are retained for six years plus the current year. After this period, inactive files will be destroyed.
RDA Number: 98/001
Related PR#: IC CAS 300
TBS Registration: 000118
Bank Number: IC PPU 029

Documentation Management System (GDOC) Client Operation File Management
Description: This software makes it possible to manage all activities related to radio frequency spectrum licence applications. The software is designed for different users involved in file processing. It is also used to manage files and to transfer files to other districts. This software program has been nationally deployed during the 1999–2000 fiscal year.
Class of Individuals: The information relates to applicants of radio station licences.
Purpose: The information has been gathered in a way to manage the content of the files electronically.
Consistent Uses: None reported
Retention and Disposal Standards: 20 years (15 years for active files – five for dormant files). Destruction through agreement with National Archives of Canada.
RDA Number: 79/002
Related PR#: IC SIT 900
TBS Registration: 004152
Bank Number: IC PPU 083

FedNor Youth Internship Program Survey
Description: This bank contains the names, addresses, telephone numbers, gender, age and it identifies Francophone and/or Aboriginal participants. FedNor – Industry Canada will be maintaining and using the database exclusively.
Class of Individuals: Youth who have or who are currently participating in FedNor's Youth Internship Program.

Purpose: The purpose of this bank is to support management in the development of a program evaluation framework and the measurement of the impact of the program on youth employment and skills development over the long term.

Consistent Uses: The information gathered will be used by program management to track the youth and survey them at a later date. Such longitudinal information is absolutely necessary, not only for the development of the framework and for the determination of the program's impacts, but also for ongoing management purposes. The information will help determine if FedNor is effectively delivering the program and to guide management in any potential changes that may be required over time.

Retention and Disposal Standards: This information will be retained for six years after the survey has been completed. Destruction through agreement with National Archives of Canada.

RDA Number: 89/023
Related PR#: IC OPS 610
TBS Registration: 004248
Bank Number: IC PPU 088

Financial System

Description: This bank contains records of funds received or payments made under various sections of the Bankruptcy and Insolvency Act except those in the Name Search Financial System, namely the filing fees by practitioners, the levy from trustees, undistributed assets by trustees and unclaimed dividends by creditors. The information includes the estate number, the name of the estate and the amounts involved. The files are arranged by the estate number generated by the Registration System but can be queried by estate name and are maintained in the head office of the Superintendent of Bankruptcy.

Class of Individuals: Individuals in bankruptcy, in receivership, or having filed a proposal.

Purpose: The information is obtained pursuant to the legislative requirements of the Bankruptcy and Insolvency Act and the Financial Administration Act.

Consistent Uses: The information is obtained pursuant to the legislative requirements of the Bankruptcy and Insolvency Act and the Financial Administration Act.

Retention and Disposal Standards: Destruction through agreement with the National Archives.

RDA Number: To be determined.
Related PR#: IC OSB 275
TBS Registration: 003554
Bank Number: IC PPU 061

Industry and Technology Development

Description: Covers records related to the promotion of internationally competitive Canadian industries with particular emphasis on the development and diffusion of key science and technological capabilities that enhance industrial competitiveness. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following programs are included: Automotive Components Initiative Fishery Products Sector Campaign. The types of personal information that the bank contains are: names, addresses and telephone numbers of applicants.

Class of Individuals: The personal information relates to individuals within the business community who have applied for financial assistance to undertake industrial development.

Purpose: Information is collected for the purpose of determining eligibility and to assess the applicant's request for financial assistance.

Consistent Uses: The information is to be used for the purpose outlined in the purpose of the bank.

Retention and Disposal Standards: Retained for six years and transferred to National Archives of Canada for selective retention.

RDA Number: To be determined.
Related PR#: IC IND 130
TBS Registration: 002948
Bank Number: IC PPU 011

Information File on Credit Card

Description: Contains information on Patent and Trade-mark agents, companies and individuals wishing to pay for Canadian Intellectual Property Office (CIPO) services by using regularly their credit card. Information maintained consists specifically of names, addresses, person contacts, phone numbers, names of credit card, credit card numbers and expiry dates.

Class of Individuals: Patent and trade-mark agents, companies and individuals wishing to use regularly a credit card as a means of payment to cover for CIPO services (approximately 170 on the list).

Purpose: Accounting reference data for those wishing to pay for CIPO services using regularly their credit card. Using this data bank limits the need for our clients to transmit their card number with every transaction. This limits the risk of misuse of a credit card number by any third party who may intercept a communication. Also, referring to this data bank permits a secure and rapid use

of faxes, email and/or Internet to transmit a transaction.

Consistent Uses: Used as a reference by employees having to process transactions. Also used as an audit trail authorizing us to process transactions using a specific credit card number.

Retention and Disposal Standards: Data kept by alphabetical order of name of company, agent or individual. Data is updated following any client changes of circumstances. Lists are maintained as an audit trail to the transactions for the time the card is active with us. If a card were to become inactive, the related information would be disposed of after six years.

RDA Number: 97/002
Related PR#: IC CIP 570
TBS Registration: 004042
Bank Number: IC PPU 077

Information Highway Applications Branch – Youth Employment Strategy Programs
Description: This bank contains the names, addresses, telephone numbers, equity information, and rated experiences of program for Industry Canada Youth Employment Strategy (YES) Programs, including Community Access Program (CAP) Youth Employment Program, Computers for Schools Technical Work Experience Program and NetCorps Canada International. Please note that the bank also contains information for YES Programs no longer offered by Industry Canada. Canada's Digital Collections, Information Highway, Science and Entrepreneurship Camps (ISE Camps), Notemakers Pilot Projects; and SkillNet.ca.

Class of Individuals: Youth and/or Contractors (for Canada's Digital Collections) who have or who are currently participating in Industry Canada's Youth Employment Strategy programs.

Purpose: The purpose of this bank is to evaluate the programs success and measure the impacts of the programs on youth employment and skills development over the long-term.

Consistent Uses: The information gathered will be used by program management to track the youth and to survey them at a later date. Such longitudinal information is absolutely necessary, for the determination of the program's impacts, but also for ongoing management purposes, as it will provide vital information on the efficiency and cost-effectiveness of the program. This will be necessary to guide management in any potential changes in program direction that may be required over time.

Retention and Disposal Standards: This information will be retained for five years after the study or survey has ceased or been implemented. Destruction through agreement with National Archives of Canada.

RDA Number: To be determined.
Related PR#: IC SIT 895
TBS Registration: 005068
Bank Number: IC PPU 067

Inquiries and Compliance Activities
Description: This bank contains information on individuals and corporations that have filed a complaint or are the subject of an inquiry or a compliance activity under the Canada Business Corporations Act (CBCA), the Canada Cooperatives Act or the Canada Corporations Act (CCA).

Class of Individuals: Shareholders, creditors, directors, officers or members of the corporation that have filed a complaint or who are the subject of an inquiry or a compliance activity.

Purpose: The information, generally gathered through written complaints or the review of public records and sometimes from other regulators, is usually used in the context of an inquiry or a compliance activity with respect to possible non-compliance with the CBCA or CCA.

Consistent Uses: The information pertaining to the nature of the complaint, the identification of the complainant, the complainant's letter and also information obtained in the context of an inquiry or a compliance activity can be referred to other federal or provincial agencies (securities commissions, police authorities i.e., the RCMP, the Ontario Provincial Police, the Sûreté du Québec, etc.) and also, with the consent of the complainant, to the corporation or person being the object of a complaint or a compliance activity.

Retention and Disposal Standards: The retention period is six years and then sent to Archives. Destruction through agreement with National Archives of Canada.

RDA Number: 95/001
Related PR#: IC COR 200
TBS Registration: 003304
Bank Number: IC PPU 050

Inventor, Assignee and Patentee Index Cards
Description: This bank contains an inventory of names of individuals who have invented, acquired by assignment, or been granted patents of inventions under the patent program. The information content includes names of inventors, assignees, or patentees; titles of the inventions; patent serial numbers and assignment registration

numbers. Index cards cover the period from 1927 to 1997 except for applications filed prior to October 1989.

Class of Individuals: Patentees.

Purpose: This bank constitutes a complete inventory of names of individuals who have been granted patens under the patents program or have acquired patent by assignment.

Consistent Uses: The derivative use of this bank is to verify patent numbers of individuals.

Retention and Disposal Standards: Records in this bank are retained at headquarters for an indefinite period.

RDA Number: To be determined

Related PR#: IC CIP 100

TBS Registration: 000126

Bank Number: IC PPU 041

IRAP SandT Internships – Multimedia Participants

Description: This bank contains the names, addresses, telephone numbers, gender, visible minority, disabled and Aboriginal. It is a joint initiative with the National Research Council Canada – Industrial Research Assistance Program (IRAP), but Industry will be maintaining and using the database exclusively.

Class of Individuals: Youth who have or who are currently participating in the Multimedia component of the IRAP Science and Technology Internship Program with SMEs.

Purpose: The purpose of this bank is to support management in the development of a program evaluation framework and the measurement of the impact of the program on youth employment and skills development over the long-term.

Consistent Uses: The information gathered will be used by program management to track the youth and to survey them at a later date. Such longitudinal information is absolutely necessary, not only for the development of the framework and for the determination of the program's impacts, but also for ongoing management purposes. This information will help determine if Industry Canada is effectively supporting the program and to guide management in any potential changes that may be required over time.

Retention and Disposal Standards: This information will be retained for three years after the study or survey has ceased or been implemented. Destruction through agreement with National Archives of Canada.

RDA Number: 98/001

Related PR#: IC IND 130

TBS Registration: 004043

Bank Number: IC PPU 076

Management and Administration

Description: Covers records related to miscellaneous programs that are now under the responsibility of Finance, Personnel and Administration. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The types of personal information that the bank contains are: names, addresses and telephone numbers of applicants.

Class of Individuals: The personal Information relates to individuals within the business community who have applied for financial assistance.

Purpose: Information is collected for the purpose of determining eligibility and to assess the applicant's request for financial assistance.

Consistent Uses: The information is to be used for the purpose outlined in the purpose of the bank.

Retention and Disposal Standards: Retained for six years and transferred to National Archives of Canada for selective retention.

RDA Number: 99/004

Related PR#: IC CAS 300

TBS Registration: 002951

Bank Number: IC PPU 010

Media Email List

Description: The database contains the names, email addresses, telephone numbers and name of the company of registered users of the media email list.

Class of Individuals: Individuals who have self-registered in order to receive news releases, media advisories and upcoming events notifications via email according to the areas of interest that they specify.

Purpose: The registration process allows users to receive information without having to visit the website.

Consistent Uses: The information gathered is used to administer the media email list.

Retention and Disposal Standards: Will be retained as long as the individual is subscribed to the media email list. The record is deleted at the request of the individual or after it has been determined that the individual is no longer receiving the messages. There is no plan to terminate the media email list and so there is no horizon to the retention of active subscriber information.

RDA Number: 98/001
Related PR#: IC CMB 350
TBS Registration: 004233
Bank Number: IC PPU 087

Notices of Directors of Corporations

Description: The bank records the identities of persons who became or ceased to be directors of boards of trade and corporations in accordance with the Canada Business Corporations Act, the Boards of Trade Act, the Canada Cooperatives Act and the Canada Corporations Act. Names and residential addresses of current directors are available to the public via Corporations Canada's database that is available online to the public through Industry Canada's website "Strategis". Copies of the database are available to the public through commercial electronic publishing firms and are also provided to interested federal and provincial institutions. Copies of notices filed, which include the residential addresses of directors, are made available to the public upon request and at a fee. The information is available through the corporation file. The bank also records any personal information obtained through the Corporate Name Information Form.

Class of Individuals: Directors of corporations and incorporators.

Purpose: The information is obtained in compliance with the reporting requirements of the Canada Business Corporations Act, the Canada Cooperatives Act, Boards of Trade Act and Canada Corporations Act. The information regarding directors of corporations is obtained in compliance with the reporting requirements of the Canada Business Corporations Act. The information obtained through the Corporate Name Information Form is to enable the Director appointed under the Canada Business Corporations Act, to make a name decision.

Retention and Disposal Standards: All records are retained for a minimum of six years. Destruction through agreement with National Archives of Canada.

RDA Number: 95/001
Related PR#: IC COR 200
TBS Registration: 001947
Bank Number: IC PPU 049

Patent Agent Records

Description: This bank, established under the patent program, contains histories of all persons registered to practice before the Canadian Patent Office. Contents include application document, supported by such personal data as education and work experience, other qualifications, patent examination results, complaints and other related correspondence.

Class of Individuals: Patent agents.

Purpose: The bank is used to provide an official historical record of all registered patent agents.

Consistent Uses: None reported.

Retention and Disposal Standards: These records are arranged in numerical order by registration number and are retained in the Department. They are kept for 10 years after last correspondence or failure to re-register.

RDA Number: 97/002
Related PR#: IC CIP 100
TBS Registration: 002113
Bank Number: IC PPU 043

Payments to Contractors – General

Description: This bank contains curricula vitae and agreements for individuals under contract.

Class of Individuals: Individuals under contract.

Purpose: This bank serves as a record of pay and benefits to individuals employed on a personal service contract.

Consistent Uses: This bank is also used for post-audits by the Auditor General.

Retention and Disposal Standards: These records are arranged in numerical order and are retained for six years at headquarters. Destruction through agreement with National Archives of Canada.

RDA Number: 99/004
Related PR#: IC CAS 300
TBS Registration: 000119
Bank Number: IC PPU 030

Prime Minister's Awards for Teaching Excellence and Prime Minister's Awards for Excellence in Early Childhood Education (ECE)

Description: Covers nominations submissions for the Prime Minister's Awards for which include the following: supporting materials; signed nomination form with names; addresses; telephone numbers of nominated teacher's school or ECE's learning setting and nominator; copy of teaching/ECE certification; and letters of support.

Class of Individuals: The personal information relates to teachers, ECE's and school/learning setting administrators.

Purpose: Information is collected for the purpose of awards presented to teachers of kindergarten to grade 12 and Early Childhood Educators.

Consistent Uses: The information is to be used for the purpose outlined in the purpose of the bank.

Retention and Disposal Standards: Retained for six years. Destruction through agreement with the National Archives of Canada.

RDA Number: 76/020
Related PR#: IC SIT 805
TBS Registration: 002915
Bank Number: IC PPU 001

Professional and Special Services Contracts
Description: This bank is maintained by the Controllership and Administration Sector and various sectors and regional offices to record information on professional and special services contracts in compliance with the Financial Administration Act and Treasury Board and internal departmental directives. The files are normally arranged in alpha/numeric order.
Class of Individuals: Individuals engaged in professional or special services contracts with the department through the National Capital Region and in the regions.
Purpose: The bank is used to administer contracts, to facilitate the selection of consultants and to carry out auditing and evaluation.
Consistent Uses: This bank is used also to make payments where required, to collect receivables, to perform accounting and administrative functions for the department.
Retention and Disposal Standards: Retained for six years and then destroyed.
RDA Number: 99/004
Related PR#: IC CAS 300
TBS Registration: 001102
Bank Number: IC PPU 071

Prosecutions Illegal Radio Installations
Description: This bank holds records pertaining to prosecution for illegal radio installations. It contains the name and address of the individual or firm being prosecuted and the nature of the violation.
Class of Individuals: General public.
Purpose: This information relates to persons being prosecuted for Radiocommunication Act offences. Information is collected in order to obtain authority to initiate legal actions.
Consistent Uses: The information is shared with police agencies for the purpose of Radiocommunication Act prosecutions.
Retention and Disposal Standards: Records in this bank are retained for 10 years (active for five and dormant for five years). Destruction through agreement with National Archives of Canada.
RDA Number: 79/002
Related PR#: IC SIT 900
TBS Registration: 003386
Bank Number: IC PPU 022

Radio Operator Certificate Bank
Description: This bank contains a listing by name of amateur and professional radio operators. It may contain date of birth, class of certificate, certificate number and the date of issuance of the certificate.
Class of Individuals: This information relates to radio operators.
Purpose: Information was obtained in order to establish eligibility for radio operator certificates and to maintain a list of amateur and professional radio operators holding certificates of proficiency for the appropriate type of service. Concerning amateur radio operators specifically, the intent was to establish and maintain a list of amateurs' certificate qualifications and call sign information, for public dissemination, sharing and reproduction by anyone, in order that all amateurs would be aware of the frequencies and emissions that amateurs with whom they may be in communication with, have been authorized to employ pursuant to the Radiocommunication Act.
Consistent Uses: Part of this information is shared with Amateur organizations, for membership surveys and drives; publishers of the Radio Amateur Call Book (Canada and the U.S.) for the name, address and call sign for the purpose of pursuing activities related to amateur radio. Finally, the department releases certain information concerning amateur radio operators because it wishes to: promote the orderly handling of volunteer emergency communications; adhere to its international commitments as a member of the International Telecommunications Union; and foster the efficient communication between all amateurs.
Retention and Disposal Standards: For amateurs, files are retained two years after the licence is invalid, for professionals-20 years (five active and fifteen dormant). Operators' examination results are retained for five years (active for two and dormant for three). Radio Operator Certificates records are retained for 20 years (active for five and dormant for fifteen). Destruction through agreement with National Archives of Canada.
RDA Number: 79/002
Related PR#: IC SIT 900
TBS Registration: 003387
Bank Number: IC PPU 019

Radio Station Licensing Data Bank
Description: This bank contains non-broadcasting radio/spectrum licensing information, derived from applications submitted by applicants for radio/ spectrum licences. It contains information such as radio frequencies, call signs, emissions, station location and personal data of applicants.

Class of Individuals: This information relates to holders of radio/spectrum licences.

Purpose: Information was obtained in order to license and control the use of all non-broadcasting radio station systems in Canada for the planning and management of the radio frequency spectrum. In particular, this bank is used in the frequency selection process for new or existing stations and in associated electromagnetic compatibility studies. It also provides information needed for the identification of sources of interstation interference, policy formulation, and frequency utilization study purposes. It is used extensively to carry out our coordination obligations as per the terms of cross-border sharing arrangements with the United States. The licensee and licence-fee-accounting information is used for the collection of annual licence renewal fees. In most cases, the information that appears on the face of radio/spectrum licences is available for release upon request. Information such as names and addresses of licensees, assigned radio frequencies, call signs, emissions, band width and power is provided to selected government bodies, persons or companies in connection with frequency coordination procedures for station or system planning, for reference or for similar purposes.

Consistent Uses: Part of this information is shared with the following organizations, agencies and government departments: Fisheries and Oceans Canada to enable them to invoice ship-to-shore services; the Canadian Coast Guard, to ascertain whether a vessel has a valid radio equipment licence prior to placing telephone calls or passing traffic; a call sign and or name is provided to the Search and Rescue Coordination Centre so that vessel/aircraft routes may be established to facilitate the location of lost vessels or aircraft; various agencies and organizations in Canada and the U.S. for coordination of frequencies and system parameters; law enforcement agencies for investigations relating to offences under the Radiocommunication Act; organizations providing radio services to the public in order to establish that their clientele is licensed; equipment suppliers to facilitate the commissioning of their clients' communications systems; and Fisheries and Oceans Canada, National Defence and other organizations to provide information on privately operated non-directional navigation beacons in the interest of safety.

Retention and Disposal Standards: Retained for 30 years and then destroyed.

RDA Number: 79/002

Related PR#: IC SIT 900
TBS Registration: 003388
Bank Number: IC PPU 021

Recipients/Purchasers Assessment of Rap-O-Matics Video

Description: The bank of information contains respondent opinions on the Rap-O-Matics video. Personal information includes: age, sex, educational attainment, occupation, place of work, telephone number, city, province and postal code.

Class of Individuals: The public's opinions are being sought. Recipients/purchasers of the video are being interviewed.

Purpose: To provide Industry Canada officers with a knowledge base on the uses and users of the Rap-O-Matics video and discussion guide. To gain an understanding of the effectiveness of promotions undertaken for the product.

Consistent Uses: None.

Retention and Disposal Standards: The questionnaire and raw data will be kept for two years and destroyed thereafter.

RDA Number: 98/001
Related PR#: IC CMB 350
TBS Registration: 003213
Bank Number: IC PPU 016

Regional Development

Description: Covers records related to the promotion of regional economic development. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following programs are included: Federal Economic Development Initiative for Northern Ontario (FEDNOR); Community Futures Program in Ontario. The types of personal information that the bank contains are: names, addresses and telephone numbers of applicants.

Class of Individuals: The personal Information relates to individuals within the business community who have applied for financial assistance.

Purpose: Information is collected for the purpose of determining eligibility and to assess the applicant's request for financial assistance.

Consistent Uses: The information is to be used for the purpose of the bank.

Retention and Disposal Standards: Retained for six years and transferred to National Archives of Canada for selective retention.

RDA Number: 89/023.
Related PR#: IC OPS 610

TBS Registration: 002751
Bank Number: IC PPU 009

Registration System
Description: This bank includes all bankruptcies, proposals and receiverships filed under the Bankruptcy and Insolvency Act in Canada. The information content includes personal and business characteristics such as names and addresses, total assets and total liabilities, name of the insolvency practitioner, date of the first meeting of creditors, dates of the bankrupt person's and the estate practitioners' discharges and the total dividends paid to the creditors. The files are arranged by the estate number generated by the system but can be queried by estate name and are entered through the 14 field offices of the Superintendent of Bankruptcy. The data is updated into the national base every 24 hours.
Class of Individuals: Individuals and corporations in bankruptcy, in receivership or having filed a proposal.
Purpose: This bank is used to facilitate the regulatory control of the insolvency processes and for trustee monitoring and audit purposes. Statistical reports are also run against the bank.
Consistent Uses: Canada Revenue Agency receives part of the data to facilitate the treatment of income tax returns.
Retention and Disposal Standards: The present bank dates back to 1998. There also exists an historical bank to 1978 but it does not form part of the system. Destruction through National Archives of Canada.
RDA Number: To be determined.
Related PR#: IC OSB 275
TBS Registration: 003550
Bank Number: IC PPU 058

Strategis Client Tracking System
Description: The bank of information contains records of both public and private sector clients (individuals and individuals representing companies and associations) who have requested and received services related to the Strategis suite of information products and services. Information obtained from individuals and included in the database includes contact name, address, telephone, fax, email, language, service provided and comments on service.
Class of Individuals: Recipients of services from Industry Canada's Strategis line of products and services.
Purpose: Data from the bank is used to determine and analyze service impact: profile of clients, client satisfaction, response time, performance indicator

and for other services requested by clients. The information will be used to conduct client surveys related to the use of the Strategis suite of products and services. At the client's request, information in this bank will be used to provide further information in the client's specified area of interest. Information from this database will be made available to Industry Canada personnel for purposes of improving Industry Canada's service to its clientele.
Consistent Uses: To be used only as outlined in purpose of the bank.
Retention and Disposal Standards: Retained for three years and transferred to National Archives for selective retention.
RDA Number: 98/001
Related PR#: IC IND 130
TBS Registration: 005155
Bank Number: IC PPU 066

Strategis Registration Database
Description: The database contains the names, addresses and email addresses of registered users of Strategis.
Class of Individuals: Individuals who have self-registered in order to access those areas of Strategis that require registration.
Purpose: The registration process allows users to access restricted or costed information on secured portions of Strategis, and makes it possible for them to use electronic commerce applications and participate in electronic discussion groups such as listservs and forums.
Consistent Uses: None
Retention and Disposal Standards: Retained for 10 years and then destroyed.
RDA Number: 98/001
Related PR#: IC IND 130
TBS Registration: 004153
Bank Number: IC PPU 084

Student Connection – Participant and Client Information
Description: This bank contains records of students participating in Student Connections (SC) and of public and private sector clients who have received Internet and e-commerce services from SC. Information obtained from students may include name, date of birth, address, phone, email, type of academic institution attending, level completed, field/year of study, languages spoken, equity information, date they entered the program and the date they exited the program and hours worked. Information obtained from clients may include name, business name/industry sector, address, phone, fax, email, preferred language and type of service received.

Class of Individuals: Youths participating in the Student Connection Program and recipients of SC services.
Purpose: Information collected is used for verification, statistical and evaluation purposes. Information may also be used to provide clients with further program.
Consistent Uses: Information will be used for the purposes of improving management and service of the program.
Retention and Disposal Standards: Data will be retained for five years. Destruction through agreement with National Archives of Canada.
RDA Number: 99/023
Related PR#: IC OPS 700
TBS Registration: 005257
Bank Number: IC PPU 100

Study on the Causes of Personal Bankruptcy
Description: The information collected in the survey has the following identifiers: name, age, marital status of individual, number of dependents, education, employment history of the individual, information relating to the financial transactions in which the individual has been involved.
Class of Individuals: Individuals who are in the process of filing a bankruptcy or proposal under the Bankruptcy and Insolvency Act, and individuals who have sought credit counselling.
Purpose: To provide a better understanding of the causes of insolvency for use by the Office of Consumer Affairs in developing information products on personal finances and by the Office of the Superintendent of Bankruptcy for future legislative reforms.
Consistent Uses: Used for legislative and regulatory development.
Retention and Disposal Standards: Will be retained for two years and then destroyed.
RDA Number: To be determined.
Related PR#: IC OSB 275
TBS Registration: 003961
Bank Number: IC PPU 072

Surveys of the Office of the Superintendent of Bankruptcy (OSB) Client Needs
Description: The information collected in the surveys will have the following identifiers: name, address, role or involvement in the bankruptcy system (i.e. trustee, debtor, creditor, name search client), language preference for future communications, phone number, Internet address.
Class of Individuals: Individuals who have been involved in the bankruptcy and insolvency system (e.g. debtor, creditor, trustees) or those who use OSB services (e.g. potential lenders, name search clients).
Purpose: To enable the OSB to improve its existing bankruptcy and insolvency registration and Bankruptcy and Insolvency Act compliance services to meet client needs.
Consistent Uses: Used by OSB management to improve client service and communications with clients.
Retention and Disposal Standards: Will be retained and updated by future client surveys. Destruction through agreement with National Archives of Canada.
RDA Number: 78/005
Related PR#: IC OSB 275
TBS Registration: 003972
Bank Number: IC PPU 073

Telecommunications Engineering and Certification
Description: Information on memberships in national standards committees on telecommunications and information technology. Data bank also contains listings of organizations involved in standards development and exploitation in Canada.
Class of Individuals: Members in national standards committee.
Purpose: For use in dissemination of Information on standards and administering national standards committees.
Consistent Uses: None reported.
Retention and Disposal Standards: Retained for 10 years and then destroyed.
RDA Number: 79/002
Related PR#: IC SIT 915
TBS Registration: 003389
Bank Number: IC PPU 023

Testers of Communication Devices for Persons with Disabilities
Description: This bank contains the names, telephone numbers and opinions of persons with disabilities who have tested communications devices regarding the usefulness of the devices.
Class of Individuals: Persons with disabilities who have tested communications devices developed with the help of funding from the Industry Canada component of the National Strategy for the Integration of Persons with Disabilities.
Purpose: To evaluate the benefits of the devices.
Consistent Uses: None.
Retention and Disposal Standards: Retained for two years then destroyed.
RDA Number: 98/001
Related PR#: IC SIT 805

TBS Registration: 003367
Bank Number: IC PPU 054

UFFI Homeowner File
Description: This bank was established under the UFFI Assistance Program. The information includes personal and property data such as name, mailing and property address, foam installation information, as well as whether or not the home has been tested and who performed the test.
Class of Individuals: Owners of UFFI registered dwellings.
Purpose: This bank was used to administer the UFFI Assistance Program and the files are maintained in identification number sequence. Either the individual's name or the identification number is needed to access this information.
Consistent Uses: N/A.
Retention and Disposal Standards: The files are retained indefinitely at the Federal Records Centre.
RDA Number: 89/027
Related PR#: IC ATI 180
TBS Registration: 002109
Bank Number: IC PPU 027

Unsolicited Applications for Employment
Description: This bank maintains an inventory of applications from individuals requesting employment with the department. The files include completed application forms, letters, and curricula vitae of persons seeking employment with the department.
Class of Individuals: Individuals seeking employment with the department.
Purpose: The bank is used to review applications of individuals requesting employment with the department when positions become available.
Consistent Uses: None reported.
Retention and Disposal Standards: Records are retained for six months and then destroyed.
RDA Number: 98/005
Related PR#: IC HRB 050
TBS Registration: 002559
Bank Number: IC PPU 052

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrongdoing in the Workplace

Personnel Security Screening

Relocation

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information

Behavioural Research

This class contains reports, studies, field trial evaluations, surveys, and interviews involving individual reactions, views and opinions related to the intellectual, creative and productive capabilities of human beings in information communication and related processes, especially human perceptual and cognitive processes, human behaviour and the interaction between people and communications technology. The reports themselves, published or unpublished, reflect collective human behaviour and not personal information about an individual. Personal information may be obtained in the process of preparing a report, to establish the identity and credibility of the source. This information is not used for administrative purposes and is not arranged or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the report involved. The retention of information depends on the length of time that is needed for related research. It is active for the fiscal years in which the project is active; otherwise, it is active for the current fiscal year; thereafter it is inactive but retrievable for the next two years, after which it is transferred to the National Archives of Canada.

Complaints, Investigations and Inquiries Class (Competition Bureau)

This class contains personal information relating to the administration and enforcement of the Combines Investigation Act, the Competition Act, Consumer Packaging and Labelling Act, Textile Labelling Act, and Precious Metals Marking Act. The material may relate to the legislation in general, or to any category of product or service. Most filing is done according to standard industrial classification coding; the key reference for retrieval

purposes is the industry or company involved. There is limited cross-referencing to and recording of incoming correspondence that may contain personal information. (Such correspondence includes complaints and requests for information as well as information obtained from the Canadian Police Information Centre, U.S. Department of Justice and from OECD anti-trust authorities.) Personal information held by the Bureau may be provided to federal or provincial departments and agencies to ensure a proper level of service to the person identified.

Enterprise/Industrial Development and Assistance

The department and its predecessor departments have administered a number of enterprise/industrial development and assistance programs. These programs have been aimed at encouraging enterprise and industrial development in a wide variety of ways. Personal information may be collected in the course of these departmental activities. Programs and activities that may have involved the storage of personal information include the Program for Export Market Development, the Defence Industry Productivity Program, the Microelectronics and Systems Development Program, the Technology Outreach Program, the Sector Campaigns, including the Prosperity Initiative, the St. Lawrence River Environmental Technology Development Program, the Advance Manufacturing Technology Application Program, the Strategic Technologies Program, the Science Culture Program, the Pharmaceutical Industrial Development Assistance Program, the Credit Reinsurance Program, the Shipbuilding Industry Assistance Program, the Advanced Technology Program-Waterloo Centre for Process Development, the Small Business Investments Grants, the Government Procurement Projects, the Industry Energy Research and Development Program, the Major Crown Projects, Aboriginal Business Canada and its earlier programming, the Western Transportation Industrial Development Program, the FEDNOR Core Industrial Program, the Rural Small Business Program – FedNor, the FedNor Loan Insurance Program, the FedNor Tourism Program, and Grants and Contributions to non-profit organizations to promote economic cooperation and development.

Personal information may include particulars such as the name, addresses, social insurance numbers, financial interests, management capabilities, employment history, remuneration,

age, health, marital status and educational background of individuals. Such personal information is stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided such as the program area, the corporate/project name, the location of a facility and the approximate date of submission/award.

Inquiries (Consumer Affairs)

This class contains inquiries concerning the following Acts, which are administered in whole or in part by the department: Canada Agricultural Products Standards Act; Consumer Packaging and Labelling Act; Electricity and Gas Inspection Act; Food and Drugs Act; National Trade-Mark and True Labelling Act; Precious Metals Marking Act; Textile Labelling Act; and the Weights and Measures Act. This class contains records on establishments that have been inspected with respect to the requirements or the legislation listed above. It contains inspection and incident reports, complaints, warning letters and other correspondence, and reports of prosecution. The names of individuals who are sole owners of companies appear in the files. These files are kept for several years in order to plan inspection visits and monitor the compliance level in relation to the regulatory requirements of the legislation administered by the department.

Mailing Lists (Bureau of Corporate Policy and Strategic Planning)

This class of personal information contains the names and addresses of individuals who are on a mailing list to receive specific information or publications on departmental programs and activities. The lists are used by all bureaus to distribute departmental information and to respond to requests by individuals. The lists are updated on a continuing basis. The lists are maintained for a minimum of two years.

Ministerial Correspondence

This class of information contains correspondence addressed to the Minister, the Minister of State, the Deputy Minister and/or the Associate Deputy Minister from external organizations and individuals in the form of requests for information, complaints, opinions and other submissions related to a broad range of policy issues pertaining to Industry Canada's activities, wherein some unsolicited

personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Public Opinion Research

This is a class of records generated by departmental officials who conducted public opinion research on a vast spectrum of topics related to the mandate and mission of Industry Canada. Retrievable records consist of data gathering instruments, such as, but not exclusively, questionnaires that may contain personal information that reveals the identification of the research subject. Data contained in this class of records are not used for administrative purposes. Individuals seeking access to these records must provide the title of the research project in which they participated, the location and the date of the research, and any other data that may help to identify and locate the personal information they are seeking.

Technological Information Services Requests (Intellectual Property Directorate)

This class includes the names, addresses and telephone numbers of individual inventors and entrepreneurs who have submitted requests for technological information. Also included is background information relating to the requests, the purposes of the requests and the specific areas of interest. The purpose of this service is to provide a technology search to assist in the development of new or improved products and processes and to avoid duplication of research and development. Requests are received via intermediary agencies (such as provincial research councils), and files are maintained by agency, not by name of individual. Requests are retained for a minimum of two years.

Manuals

- Aboriginal Business Canada Toolkit (ABC)

- Accreditation Standard (S-A-01) (Measurement Canada)

- Accreditation Standard Guide (S-A-01-G) (Measurement Canada)

- Administrative Support Manual (Comptroller)

- Applicant's Guide: Contributions Program 2006-2007: For Non-profit Consumer and Voluntary Organisations (Consumer Affairs)

- Broadcasting Circulars (BC) (SITT)

- Bulletin Manual (Measurement Canada)

- Canada Small Business Financing Guidelines, July 2005 (OSBFB)

- Canadian Industrial Design Procedures Manual (CIPO)

- Canadian Consumer Information Gateway: Administrator's Guide: for partners of the initiative to maintain their respective web document collections (Consumer Affairs)

- Capital Leasing Pilot Project Guidelines, 2002 (OSBFB) "E"

- Connecting Canadians Graphic Standards Manual – April 1999 (Communications)

- Delegation of Authorities Standard (C-D-01) (Measurement Canada)

- Delegation of Authorities Program Guide (C-D-01-G) (Measurement Canada)

- Directives of the Superintendent of Bankruptcy (Bankruptcy) "E"

- Field Inspection Manual – Non Automatic Weighing Devices (Measurement Canada)

- Field Inspection Manual – Volumetric Measuring Devices (Measurement Canada)

- Gas – Inspection Procedures (Measurement Canada)

- Guide to the Canadian Care Labelling Program (Competition Bureau) "E"

- Industrial Designs Classification Manual (CIPO)

- Industrial Regional Benefits Guidelines (IRB) (Industry Sector) "E"

- Industry Canada Graphic Standards Manual – 1997 (Communications)

- Industry Canada Publishing Guide – 1997 (Communications)

- Industry Canada Style Guide for Writers and Editors – 1997 (Communications)

- Intellectual Property Policy (for the Communications Research Centre) (CRC)

- Internal Procedures Circulars (IPC) (SITT)

- Laboratory Manual for the Evaluation of Non-automatic Weighing Devices (Measurement Canada)

- Manual of Directives for the Centralized Receipts and Disbursements System (CRDS) (Comptroller)

- Manual of Patent Office Practice (CIPO) "E"

- Measurement Canada Legislation Manual (Measurement Canada)

- P-E-01 Procedures for Calibrating and Certifying Electricity Calibration Consoles Pursuant to the Requirements of S-E-01 (Measurement Canada)

- P-E-02 Procedure for Generating and Issuing a Certificate of Calibration for Consoles Compliant with the Requirements of S-E-01 (Measurement Canada)

- P-EG-01 (revision 1) Electricity and Gas Measurement Dispute Investigation Procedure (Measurement Canada)

- Predatory Pricing Enforcement Guidelines – 1992 (Competition Bureau) "E"

- Price Discrimination Enforcement Guidelines – 1992 (Competition Bureau) "E"

- Principles and Guidelines for Environmental Labelling and Advertising – 1994 (Competition Bureau) "É"

- Recommended Practices: Calibration of Mass Standards (Measurement Canada)

- Registration Guide (Measurement Canada)

- Registration Terms and Conditions (Measurement Canada)

- Secretarial Procedures Manual (Human Resources)

- Standard Drawing for Electricity Installations (Measurement Canada)

- Stand Out From Your Competitors (CIPO)

- Strategic Alliances Under the Competition Act – 1995 (Competition Bureau)

- TPC Policies and Business Procedures (TPC)

- Trade-marks Examination Manual (CIPO)

- Trade-marks Examination Wares and Services Manual (CIPO)

- Your Guide to Government of Canada Services and Support for Small Business (3rd edition) (IP0)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The departmental library is the research centre of the department. The library contains a wide variety of publications and reference works. These include books, periodicals, pamphlets, government documents, and items on microfilm or microfiche. The subject matter covered ranges from the fields of administration and management to those of trade and foreign relations. The library is open, for purposes of research, to business people, members of the academic community at the graduate level or higher, and officials of Industry Canada and other federal government institutions. This facility is located at:

Industry Canada
235 Queen Street, 3rd Floor West
Ottawa, Ontario K1A 0H5

Telephone: 613-954-2728

Industry Canada is committed to making its extensive information holdings and expertise accessible electronically. Corporate and media information such as news releases, speeches and general information on departmental policies, programs and activities are available on Industry Canada's Corporate Information Site at www.ic.gc.ca. This site also provides links to information resources within the department and from Industry Portfolio partners.

More information is available at:

General enquiries: 613-947-7466

Publications enquiries: 613-947-7466

Media enquiries: 613-943-2502

Halifax, Nova Scotia (serving New Brunswick, Prince Edward Island and Newfoundland)
Telephone: 902-426-3459

Montreal, Quebec
Telephone: 514-496-1797

Toronto, Ontario
Telephone: 416-973-5000

Vancouver, British Columbia (serving Yukon)
Telephone: 604-666-5000

Winnipeg, Manitoba (serving Alberta, Saskatchewan and Northwest Territories)
Telephone: 204-983-5851

Reading Room

Industry Canada has designated certain areas as public reading rooms under the Access to Information Act. Please contact the Information and Privacy Rights Administration at 613-954-2754.

Infrastructure Canada

Chapter 88

General Information

Background

Infrastructure Canada was created in August 2002 as a separate organization under Schedule 1.1 of the Financial Administration Act, with a mandate to provide a focal point for Federal leadership on infrastructure issues and programs.

In February 2006, Infrastructure Canada and Transport Canada became part of a new portfolio, Transport, Infrastructure and Communities.

Responsibilities

A key element of the Department's mandate is to manage and coordinate funding programs that support public infrastructure initiatives as well as to provide strategic advice and policy direction on related matters.

Another key aspect of the Department's mandate is policy development and research. The Department works closely with its key federal partners, as well as stakeholders, to apply and transfer knowledge such as that gained through its research activities in order to promote innovative approaches that respond to the needs of regions and individual communities.

The Department is also responsible for communications and dissemination of information on the federal role and contributions to infrastructure in Canada.

The Cities and Communities Branch contributes by providing leadership and coordination in the development of a Cities and Communities agenda.

The department has wide-ranging functions, which include: developing policy to set infrastructure priorities; administering programs to invest in projects nation-wide; working with provinces, territories and First Nations to share a portion of gas tax revenues with communities of all sizes; strengthening and sharing understanding of infrastructure issues (both inside and outside the Government of Canada) and ensuring that a more comprehensive and accurate knowledge foundation is in place to support informed, evidence-based policy and decision making; and leveraging effective information management and technology to support the department's

requirements and to meet the performance, due diligence and transparency requirements for the infrastructure programs.

Legislation

- Canada Strategic Infrastructure Fund Act

Organization

The Department is headed by a Deputy Head who is supported by four Assistant Deputy Ministers: the Senior Assistant Deputy Minister, Policy and Communications, the Assistant Deputy Minister, Program Operations ,the Assistant Deputy Minister, Cities and Communities and the Assistant Deputy Minister, Corporate Services.

Policy and Communications Branch

The Policy and Communications Branch contributes to the mandate of the Department by developing policy strategy concerning infrastructure in Canada. The Branch is responsible for research on all subjects concerning infrastructure. Through in-depth analysis, priorities are set and policies are developed. The Branch is also responsible for the communications function of the Department and, in conjunction with this, develops and maintains an active network both within and outside the federal government.

Policy and Priorities

Leadership, strategic advice, and policy and program direction on infrastructure matters.

Identification and assessment of infrastructure needs, priorities and funding pressures on a federal level.

Key stakeholder liaison, federal department and central agency liaison.

Research and Analysis

Research on priority issues, international infrastructure issues, sectoral expertise (environment, climate change, transportation), coordination and collaboration with researchers inside and outside government on priority issues.

Communications and Promotion

Development and implementation of Communication strategies, outreach messaging, speeches, press

releases and conferences, media monitoring and analysis, publishing and editing services, lead responsibility.

Program Operations Branch

The Program Operations Branch is responsible for Canada's national infrastructure investment program delivery, involving the Infrastructure Canada Program, the Canada Strategic Infrastructure Fund, the Border Infrastructure Fund and the Municipal Rural Infrastructure Fund. The Branch oversees the Department's national infrastructure program delivery frameworks, mechanisms and systems.

Intergovernmental Operations

Ensuring the implementation of programs and specific major projects announced by the Government of Canada.

Establishing and overseeing the frameworks, mechanisms and systems under which all funds are managed and administered.

Negotiation, development and management of contribution agreements funded through Infrastructure Canada.

Issues Management

Identification of trends and developments in physical infrastructures, innovative construction methodologies and materials, and alternative project implementation strategies.

Addressing key aspects, such as risk analysis; business process improvement and automated systems enhancement; environmental stewardship and sustainability; operational and action research; and, innovative engineering, financing and implementation.

Oversight role through monitoring of the program operations contribution programs and reporting on performance.

Establishment of procedures and controls to identify and assess program and project risks.

Cities and Communities Branch

The Cities and Communities Branch works to improve policy integration on socio-economic, environmental, infrastructure and cultural issues related to cities and communities. It also negotiates bilateral agreements with provinces and territories on the federal gas tax transfer and public transit transfer. As the focal point for the Government's communities agenda, it advises and serves the

Minister and the Prime Minister on issues of national importance to cities and communities, and provides support to the External Advisory Committee on Cities and Communities.

Corporate Services Branch

The Corporate Services Branch contributes to the mandate of the Department in providing by providing corporate support in IM/IT, planning, finance and contracting, human resources and administration.

It also accountable for internal audit and evaluation functions.

Information Holdings

Program Records

SIMSI Projects – Public Web Site
Description: Infrastructure Canada's site containing information on all approved and announced projects under the Infrastructure Canada Program. This site complements Infrastructure Canada's main site. The main purpose of this site is to allow the general public and interested parties to access detailed project information under the Infrastructure Canada Program.
Topics: Federal Infrastructure Canada Program applicant and project information. Provides the name of the applicant, description of the project, type of municipality, total eligible costs and the shareholder (federal, provincial, applicant, other) contributions towards project costs, as well as project milestones and benefits.
Program Record Number: INFC-SPR-005

Infrastructure Canada Web Site
Description: Infrastructure Canada's departmental web site containing information on all programs (Border Infrastructure Fund, Canada Strategic Infrastructure Fund, Infrastructure Canada Program and Municipal Rural Infrastructure Fund). The web site also contains news releases, agreements, publications and a gateway to infrastructure research.
Topics: Border Infrastructure Fund, Canada Strategic Infrastructure Fund, Infrastructure Canada Program and Municipal Rural Infrastructure Fund, (what about Gas Tax, and Public Transit?) Media Centre, Publications, Infrastructure Research, SIMSI, Related Infrastructure Sites.
Program Record Number: INFC-ICW-010

Shared Information Management System for Infrastructure (SIMSI)

Description: Is a shared web-based information management system that contains information on thousands of projects under the Infrastructure Canada Program (ICP). (ditto earlier comment) Its main purpose is to allow project officers and other stakeholders from across the country to register, evaluate and track projects through their lifecycle using a customized system over the Internet.

Topics: Federal Infrastructure Canada Program (ditto) applicant and project information. Project modules include registration, assessment, decision, tracking, claims, due diligence, closure, audit, environmental assessment, benefit and reporting.

Program Record Number: INFC-SIM-015

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Administration and Management Services

Hospitality

Proactive Disclosure

Relocation

Travel

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Executive Correspondence Management Systems

Hospitality

Personnel Security Screening

Relocation

Travel

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and Privacy Act.

Requests for further information about the department and its programs and functions may be directed to:

General Enquiries

Infrastructure Canada
Communications
90 Sparks Street, 6th floor
Ottawa, Ontario K1P 5B4

Telephone: (613) 948-1148
Toll Free Telephone: 1 800 O-Canada
(1 800 622-6232)
Internet: www.infrastructure.gc.ca

Reading Room

Infrastructure Canada
90 Sparks Street, 6th floor
Ottawa, Ontario

International Centre for Human Rights and Democratic Development

Chapter 89

The annual update for this institution was not received for inclusion in the 2006-2007 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

General Information

Background

The International Centre for Human Rights and Democratic Development was established by an Act of the Parliament of Canada in 1988, and officially inaugurated in 1990. As of April 2000, the Centre is known as Rights & Democracy.

Responsibilities

A Canadian institution with an international mandate, Rights & Democracy is an independent and non-partisan organization which initiates, encourages and supports the promotion, development and strengthening of democratic and human rights institutions and programmes as defined in the International Bill of Human Rights. Its mandate therefore covers civil, political, social, economic and cultural rights, as defined by the Universal Declaration and its two companion covenants.

Legislation

• International Centre for Human Rights and Democratic Development Act

Organization

The Centre is governed by a 13-member Board of Directors, named by the Governor General of Canada. Three members of the Board must be from developing countries.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Centre and its various programs and functions may be directed to:

Rights & Democracy
International Centre for Human Rights and Democratic Development
1001 Maisonneuve Boulevard East, Suite 1100
Montréal, Quebec H2L 4P9

Telephone: 514-283-6073
Facsimile: 514-283-3792
E-mail: ichrdd@ichrdd.ca
Internet: www.ichrdd.ca

Reading Room

1001 Maisonneuve Boulevard East, Suite 1100
Montréal, Quebec H2L 4P9

International Development Research Centre

Chapter 90

General Information

Background

The International Development Research Centre (IDRC) was established as a public corporation by the International Development Research Centre Act of 1970.

Responsibilities

IDRC initiates, encourages, supports, and conducts 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. In doing so, the Centre helps developing countries use science and knowledge to find innovative, practical, long-term solutions to the social, economic, technological, and environmental problems they face. It supports research principally in four program areas: Social and Economic Policy; Environment and Natural Resource Management; Information and Communication Technologies for Development; and Innovation, Policy and Science. IDRC is financed by the Parliament of Canada; its policies, however, are set by an international Board of Governors.

Legislation

- IDRC General Bylaw

- International Development Research Centre Act, 1970

Organizational Structure

IDRC's head office is in Ottawa where it has an international staff. Regional offices in Asia (Singapore and New Delhi), East Africa (Nairobi), West Africa (Dakar), Latin America and the Caribbean (Montevideo), and the Middle East (Cairo) link Ottawa with developing-country researchers and policy-makers, encourage and assist the development of research proposals, and monitor ongoing projects within their regions.

IDRC's 21-member Board of Governors is appointed by the Canadian government. Under the International Development Research Centre Act, the chairperson, vice-chairperson, and nine other

governors must be Canadian citizens; the other ten are non-Canadians.

The president of the Centre holds the rank of deputy minister and is responsible to Parliament through the minister designated for that purpose by the Governor in Council (currently the minister of Foreign Affairs). A management committee composed of officers appointed by the Board of Governors assists the president in the Centre's operations.

President's Office (PO)

The President's Office supports the President and the Board of Governors and provides a variety of corporate services (e.g., legal, audit, communications).

Program and Partnership Branch (PPB)

The Program and Partnership Branch implements the Centre's program of research support, which is defined in terms of development issues and the knowledge required to address them.

Resources Branch (RB)

The Resources Branch provides administrative support to the Centre's activities.

Information Holdings

Program Records

President's Office

Office of the Corporate Secretary
Description: Information on meetings of the Board of Governors and its committees, meetings of the Senior Management Committee, and corporate governance matters.
Topics: Board and management committee meetings, Board meetings, corporate governance.
Access: Files arranged by committee or by topic.
Format: Paper and electronic format.
Program Record Number: IDR PO 005

Executive Office
Description: General correspondence between the president and partner institutions, international organisations, government agencies, and the general public; information on Centre operations

and the President's travel arrangements; President's speeches; Access to Information and Privacy requests.
Topics: Requests for meetings, funding, information; Centre management; institutional collaboration; speeches; travel arrangements.
Access: Files arranged primarily by organisation name or by topic.
Format: Principally paper; some documents are available electronically.
Program Record Number: IDR PO 010

Office of the General Counsel

Description: Information on employment and labour law, intellectual property, agreements governing the Centre's regional presence, research ethics, conflict of interest, and contractual and legislative requirements.
Topics: Acts, legislation, ethics, regional presence, country agreements.
Access: Files arranged by geographic area or by topic.
Format: Principally paper; some documents are available electronically.
Program Record Number: IDR PO 015

Risk Management and Audit Services

Description: Information on risk management, governance processes, audits, and audit processes.
Topics: Risk management, audits, governance and audit processes.
Access: Files arranged by name of group or regional office, or by topic.
Format: Principally paper; some documents are available electronically.
Program Record Number: IDR PO 020

Communications Division

Description: Information on strengthening support for the institution among key Canadian partners, decision-makers, and policy-makers, and on developing communication strategies and tools to disseminate relevant knowledge and information to key audiences.
Topics: Publications, conferences and symposia, government relations, public relations.
Access: Files arranged by topic or event.
Format: Paper and electronic format.
Program Record Number: IDR PO 030

Program and Partnership Branch

Social and Economic Policy Program Area

Description: Information on research into public policies that can help to reduce poverty and enhance social equity in developing countries.

Topics: Democratic processes in governance and peace building; political economy of peace and conflict; poverty monitoring, measurement, and analysis in developing countries; emerging issues in international trade relations; policy responses to globalization; health policies and the delivery of basic public services; gender and development problems, issues and debates.
Access: Files arranged by organisation name, project, or topic.
Format: Paper and electronic format.
Program Record Number: IDR PB 025

Information and Communication Technologies for Development Program Area

Description: Information related to research on and development of the effective use of information and communication technologies (ICTs) to address the gap between the information "haves" in the North and the "have nots" in the South.
Topics: Applications of ICTs and knowledge access and transfer; use of networking technologies to improve communication; access to information and impact of research; empowering communities in sub-Saharan Africa, Asia, and Latin America and the Caribbean to apply ICTs to their social and economic development.
Access: Files arranged by organisation name, project, or topic.
Format: Paper and electronic format.
Program Record Number: IDR PB 015

Environment and Natural Resource Management Program Area

Description: Information on research and development on improving the quality of life of communities in Asia, Africa, and Latin America and the Caribbean (LAC), through more equitable, sustainable, and productive use of land and water resources.
Topics: secure sources of food and water for the poor in both rural and urban areas; the needs of the rural poor who live in fragile or degraded ecosystems; integrated and participatory approaches to reducing environmental burdens on the urban poor and enhancing the use of natural resources for food, water and income security; relationship between components of an ecosystem to define and assess priority problems that affect the health of people and the sustainability of their ecosystem; water governance issues; water demand management strategies and tools in countries of the Middle East and North Africa.
Access: Files arranged by organisation name, project, or topic.

Format: Paper and electronic format.
Program Record Number: IDR PB 020

Innovation, Policy and Science Program Area
Description: Information on policy, partnering, and programming work on science and technology for development; correspondence with grants councils in Canada and abroad on science and technology-related matters.
Topics: Emerging technologies (e.g., biotechnology, genomics, nanotechnology) and the divides; Canadian and international partnering; national science and technology (S&T) and innovation agendas for development; and science communication.
Access: Files arranged by organisation name, project, or topic.
Format: Paper and electronic format.
Program Record Number: IDR PB 050

Special Initiatives Division
Description: Information on training and awards; information on research supported by Canadian partnerships, the Middle East Unit, and other special initiatives that offer unique opportunities to contribute to the mission and goals of the Centre.
Topics: institutional alliances with constituency groups in Canada with a knowledge-based international outlook; research and internship awards; project-related awards; special initiatives.
Access: Files arranged by organisation name, project, or topic.
Format: Paper and electronic format.
Program Record Number: IDR PB 030

Partnership and Business Development Division
Description: Information on initiating, building, and maintaining key long-term relationships with donors and other institutions committed to the long-term development of Southern research capacities.
Topics: collaborating with other institutions around the world; business development; resource expansion; knowledge-sharing.
Access: Files arranged by organisation name, project, or topic.
Format: Paper and electronic format.
Program Record Number: IDR PB 085

Bellanet Secretariat
Description: Information and communication technologies (ICT) to broaden collaboration and to increase participation and knowledge diffusion.
Topics: Information-sharing; program planning; program delivery; evaluation.
Access: Files arranged by organisation name, activity, or topic.

Format: Paper and electronic format.
Program Record Number: IDR PB 040

Economy and Environment Program for Southeast Asia
Description: Information on the development and support of capacity building for conducting research on the economics of environmental management.
Topics: Capacity-building; environmental economics; environmental management.
Access: Files arranged by organisation name, activity, or topic.
Format: Principally paper; some documents are available electronically.
Program Record Number: IDR PB 045

International Model Forest Network Secretariat
Description: Information on the management, conservation, and sustainable development of forest resources.
Topics: Model forests; sustainable forest management.
Access: Files arranged by organisation name, activity, or topic.
Format: Principally paper; some documents are available electronically.
Program Record Number: IDR PB 055

Research for International Tobacco Control
Description: Information on tobacco production and consumption research.
Topics: Tobacco consumption and production; information-sharing; policy-making.
Access: Files arranged by organisation name, activity, or topic.
Format: Principally paper; some documents are available electronically.
Program Record Number: IDR PB 060

Environmental Management Secretariat
Description: Information on collaborative efforts of donors, researchers and policy makers in Latin America and the Caribbean to increase the institutional base and resources devoted to environmental management.
Topics: Building capacity to identify and assess environmental problems; improving the decision-making processes for formulating, implementing, monitoring, and evaluating policies, programmes, and projects related to environmental management; facilitating the transfer of environmental management information between local governments, research institutions and the civil society.
Access: Files arranged by organisation name, activity, or topic.

Format: Principally paper; some documents are available electronically.
Program Record Number: IDR PB 075

Secretariat for Institutional Suppport for Economic Research in Africa

Description: Information on institutional support for economic research in Africa.
Topics: Economic research centres; capacity-building; information-sharing.
Access: Files arranged by organisation name, activity, or topic.
Format: Principally paper; some documents are available electronically.
Program Record Number: IDR PB 080

Resources Branch
Human Resources Division

Description: Information on developing policies, human resources planning, organizational design and job evaluation, resourcing, employment equity, official languages, training and development, performance management, compensation, rewards and recognition, employee relations, health and wellness.
Topics: Employment; official languages; pensions; insurance; personnel management; salaries and wages; staff relations; training and development.
Access: Files arranged by topic.
Format: Principally paper; some documents are available electronically.
Program Record Number: IDR RB 010

Information and Technology Management Division

Description: Information on maintaining, improving, and replacing information technologies used by the Centre.
Access: Files arranged by topic.
Format: Paper and electronic.
Program Record Number: IDR RB 015

Finance and Administration Division

Description: Information on accounting, financial management, facilities management, procurement, and conference and hospitality services.
Topics: Accounts; administrative services; budgets; office equipment and supplies; office furniture; staff security; facilities management.
Access: Files arranged by topic.
Format: Principally paper; some documents are available electronically.
Program Record Number: IDR RB 020

Research Information Management Services (RIMS) Division

External Databases

Description: The following databases can be accessed on-line or via the World-Wide Web: IDRIS (IDRC-supported projects); BIBLIO (listing of Library holdings); and IMAGES (slides related to IDRC projects).
Topics: Research aspects of international development.
Access: By topic or country.
Format: Electronic.
Program Record Number: IDR RB 025

Internal Databases

Description: IDRC maintains a number of databases related to the work of the Centre in supporting research activities to benefit developing countries.
Topics: EPIK (IDRC's research activity management information system); IDB (institutions related to the work of IDRC); HIFI (finances); NavigatER (travel); TAPS (purchasing); EVIS (evaluations); PCR (project completion reports); and Livelink (records management).
Access: By topic, by project, by employee name, or by vendor.
Format: Electronic.
Program Record Number: IDR RB 030

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Administration and Management Services

Automated Document, Records and Information Management Systems

Business Continuity Plans (BCP)

Hospitality

Information Technology Services

Physical Security

Proactive Disclosure

Relocation

Travel

Particular Personal Information Banks

Training and Awards – Program and Partnership Branch

Description: This database contains a record of all individuals (Canadian and non-Canadian) who have been granted an award or received support for training from the International Development Research Centre. The files include the names of applicants, personal information, occupational and professional background, proposed program of study, name and address of the supervisor, and third-party appraisals. The applicant's Social Insurance Number (SIN) is included for the purposes of issuing a T4 form (Statement of Remuneration Paid). Limited information about family members, when needed for the administration of awards, may also be contained in the files. Data is kept both in paper files and in an electronic database called CENTRA (Centre Training and Research Awards database).

Class of Individuals: Canadian and non-Canadian students, researchers, and professionals having an interest in pursuing research or related work in the field of international development.

Purpose: The information is compiled to evaluate the merits of applicants who have requested funding, and to facilitate administration of funding granted to successful applicants.

Consistent Uses: These files are used to monitor progress; maintain funding schedules; record final reports; and prepare final evaluations of results.

Retention and Disposal Standards: Subject to transfer to Library and Archives Canada six years after closure. Electronic data are retained indefinitely for reference purposes.

RDA Number: 83/002
TBS Registration: 001151
Related PR#: IDR PB 030
Bank Number: IDR PPU 005

Human Resources Inventory

Description: This bank contains an inventory of external applicants for possible employment at the International Development Research Centre. All unsolicited c.v.s are classified according to the established classification system. This inventory is used to identify applicants for recruitment purposes.

Class of Individuals: All applicants requesting employment at IDRC.

Purpose: Repository for applications for employment at IDRC.

Consistent Uses: The system is used to screen suitable applicants for new or vacant positions and to categorize suitable applicants for eventual employment.

Retention and Disposal Standards: The records are retained for six months then destroyed.

RDA Number: 98/005
Related PR#: IDRC RB 010
TBS Registration: 001153
Bank Number: IDR PPE 802

Medical Records

Description: This bank contains the pre-employment examinations, health histories, reports of physical examinations, results of biochemical tests, x-rays, and cardiograms of employees of the International Development Research Centre as well as of family members of staff who are posted overseas. It also holds records of the physician's or the nurse's notes on employees who present themselves to the unit requesting assistance with non-travel-related health problems. In addition, the bank contains the medical/health records of employees on short-term or long-term disability. The files are arranged in alphabetical order by last name.

Class of Individuals: Past and present IDRC employees, family members of overseas staff.

Purpose: To maintain a health history record of past and present employees of IDRC and of family members of staff posted in the regional offices.

Consistent Uses: This file is used to record health history and medical examinations of employees and family members of overseas staff, to record annual and periodic medical examinations of all employees who travel overseas, and to maintain and update records of required inoculations of all employees who travel abroad.

Retention and Disposal Standards: The records are retained for five years after employment termination then destroyed.

RDA Number: 83/002
Related PR#: IDR RB 010
TBS Registration: 001154
Bank Number: IDR PPE 803

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, and Information Management Systems

Business Continuity Plans (BCP)

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrongdoing in the Work Place

Personnel Security Screening

Relocation

Travel

Manuals

- Authorizations Manual

- Country Procedures Manual

- Management Policy Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the International Development Research Centre under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the International Development Research Centre.

For general information on IDRC, please contact:

Communications
International Development Research Centre
P.O. Box 8500
Ottawa, Ontario K1G 3H9

Telephone: 613-236-6163
Facsimile: 613-238-7230

Reading Room

In accordance with the Access to Information Act, the Centre's Library provides a public reading room. The library is located at:

250 Albert Street, 9th Floor
Ottawa, Ontario

Jacques Cartier and Champlain Bridges Incorporated (The)

Chapter 91

General Information

Background

The Jacques Cartier and Champlain Bridges Incorporated was established under the Canada Business Corporations Act on November 3, 1978. Since then, the Corporation has assumed responsibility for the operation, maintenance and administration of the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Expressway. This responsibility had previously been assumed by the National Harbours Board. Effective October 1, 1998, The Jacques Cartier and Champlain Bridges Incorporated came under The Federal Bridge Corporation Limited and assumed responsibility for the operation, maintenance and administration of the federally-owned portion of the Honoré Mercier Bridge and the Melocheville Tunnel. On December 2, 1999, management for the Champlain Bridge Ice Control Structure was transferred to the Corporation.

Responsibilities

The mandate of The Jacques Cartier and Champlain Bridges Incorporated is to operate and maintain the Jacques Cartier and Champlain bridges, the federally-owned portion of the Honoré Mercier Bridge, a portion of the Bonaventure Expressway, the Melocheville Tunnel and the Champlain Bridge ice control structure by undertaking regular and major maintenance work while providing the public with a safe and efficient transit across the structures.

Legislation

- Canada Business Corporations Act

- Financial Administration Act

- The Crown Corporation General Regulations, 1995 SOR/95-226

- The Jacques Cartier and Champlain Bridges Inc. Regulations SOR/98-568

Organization

The Corporation has a Board of Directors, a Management Committee, an Audit Committee, a Risk Management Committee and a Steering Committee for the Honoré Mercier Bridge deck replacement project. The Corporation's organizational structure consists of a General Manager and the following services: Construction and Project Management, Engineering, Finance and Administration, Human Resources, Legal Affairs and Procurement, Operations and Maintenance.

Construction and Project Management

This department manages the execution of major construction and rehabilitation works on the Corporation's structures. It ensures, inter alia, the conformity of work with regards to quality, production costs, health and safety on the sites and environmental protection.

Engineering

This department is responsible for the coordination and management of the annual inspections of the Corporation's structures as well as the planning of construction works stemming from these inspections. It establishes the scope of work and oversees the management of professional engineering services for feasibility studies, engineering design work and the drafting of drawings and specifications to carry out major maintenance works through a competitive tendering process.

Finance and Administration

This department is responsible for accounting, financial planning and treasury activities. It ensures the correct use of the Corporation's funds and assets. It also prepares and/or supervises the execution of budgets, financial statements and the corporate plan. It plans the financing of major projects and makes investments for short term needs. It is also responsible for the management of administrative information and the computer systems of the Corporation.

Human Resources

This department is responsible for the management of human resources, including staffing and compensation, administration of benefits and pension plans, training and development of personnel, work relations and

the negotiation of collective agreements. It is also responsible for occupational health and safety at work.

Legal Affairs and Procurement

This department is responsible for supplying and obtaining legal opinions on all matters which may have legal consequences for the Corporation. It is responsible for elaborating the directives, preparing or reviewing all legal documents involving the Corporation and for overseeing the leases and permits issued by the Corporation. It is also responsible for the Corporation's corporate secretariat and for all calls for tenders issued by the Corporation for its construction and engineering contracts.

Operations and Maintenance

This department is responsible for the regular maintenance works on the Corporation's structures. It oversees activities related to traffic management and, inter alia, manages contracts for snow removal, road cleanup, landscaping and the contract for police services with the Sûreté du Québec on the Jacques-Cartier and Champlain Bridges, the Bonaventure Expressway and the Champlain Bridge Ice Control Structure.

Information Holdings

Program Records

Champlain and Jacques Cartier Bridges
Description: Information about the management, maintenance and administration of the Champlain Bridge, including a portion of the Bonaventure Expressway, and the Jacques Cartier Bridge.
Topics: Bicycle paths, management and maintenance. Major maintenance contracts. Regular maintenance contracts, such as lawn care, road sweeping, work teams, supervision of work teams, snow removal and salt, local paving repairs, replacement of guardrails, cleaning of expansion joints and structures. Operating contracts, such as pavement markings, vehicle towing and repairs, lane signals and lights, remote surveillance, police services. Professional service contracts, such as consulting, legal, communications, auditing, laboratory, informatics, office automation, publishing and graphic production services. Maintenance of structures and power sources: structural inspection and verification, power supply. Road and public safety: remote surveillance,

pedestrian access and bicycle paths, fences, road signs, tourism signs, advertising, lighting of structures and accesses, load limits, special traffic permits, speed limits, transport of hazardous materials, safety programs. Transport and traffic: traffic statistics, traffic forecasts, vehicle detection video system, roadwork planning, traffic control and management, reserved bus lanes (Champlain Bridge), roads and approaches. Environmental management: air, soil and groundwater pollution, visual and noise pollution, PCB and waste snow management.
Program Record Number: JCCBI CHJ 001

Champlain Bridge Ice Control Structure
Description: Information about maintenance, the bicycle path and new transportation technologies.
Topics: Major maintenance contracts, security and bicycle path lighting, studies on the implementation of new transportation technologies.
Program Record Number: JCCBI ES 004

Honoré Mercier Bridge
Description: Information about maintenance.
Topics: Major and regular maintenance contracts such as labour crew. Professional service contracts, such as consulting, and traffic statistics.
Program Record Number: JCCBI HM 002

Melocheville Tunnel
Description: Information about maintenance.
Topics: Major maintenance contracts, regular maintenance contracts, such as work teams and supervision of work teams, professional service contracts, such as consulting services.
Program Record Number: JCCBI TM 003

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings

Business Continuity Plans

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Information Technology Services

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

Vehicles

Particular Personal Information Banks

Accounts Payable Files
Description: Files contain the names and addresses of firms and individuals; invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are filed by the names of the supplier and individuals. Access to this bank will require name, address and date of account.
Class of Individuals: Individuals, firms, employees.
Purpose: The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided a service or sold products to the Corporation or for the payment of travel advances and the reimbursement of travel expenses to Corporation employees.
Consistent Uses: Used to substantiate and issue cheques or reimbursement for the aboved-noted expenses, fees, claims and others payments; and for planning, budgeting and audit purposes.
Retention and Disposal Standards: The retention period for original accounts payable vouchers, together with supporting documentation is seven years and then destroyed.

RDA Number: 98/027
Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004
TBS Registration: 000294
Bank Number: JCCBI PPU 130

Accounts Receivable Files
Description: Files contain the names and addresses of firms and individuals, details of the amounts owing and any supporting documentation to substantiate the account. Access to this bank will require name and address.
Class of Individuals: Individuals, firms.
Purpose: The purpose of this bank is to maintain information on the recovery or payment of monies owing to the Corporation.
Consistent Uses: Billing third-parties for lease or others uses of Corporate lands and structures or for damages incured to structures.
Retention and Disposal Standards: Seven years and then destroyed.
RDA Number: 98/027
Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004
TBS Registration: 000295
Bank Number: JCCBI PPU 135

Acquisition Contracts for supply of equipment and materials
Description: This bank contains an estimate of the total cost of the equipment, purchase requisitions and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a contract signed by the contractor and the Corporation, correspondence and documentation for payment of the contract. The filing sequence is by contract number, with a brief description of the contract work appearing on the file cover. Access to this bank will require name, address and document number.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for supply of materials and equipment.
Consistent Uses: The information is used for research purposes for future acquisition contracts.
Retention and Disposal Standards: Acquisition contracts are retained for the life of the equipment plus seven years and then destroyed.
RDA Number: 98/027
Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004
TBS Registration: 00273
Bank Number: JCCBI PPU 025

Acquisition, Sale and Transfer of Land and Immovables

Description: This bank contains information relating to the description of lands and immovables, appraisal reports for the acquisition, transfer or sale of lands and immovables. This bank contains offers to purchase or to sell, name and address of purchasers or vendors, authorization to buy or sell, the price of the transactions as well as a copy of the deed of sale or of purchase. The filing sequence is by transaction with the name of the purchaser or seller appearing on the file cover. Access to this bank will require name, address and document number.

Class of Individuals: Firms, individuals.

Purpose: The purpose of this bank is to maintain information on the sale or conveyance of land, together with any building that might be located thereon, to individuals or firms.

Consistent Uses: The information is used for reference purposes.

Retention and Disposal Standards: 30 years after sale of land or immovables provided 2 years have elapsed since the last activity on the file. Some files can be retained longer for administrative and legal purposes. After semi-active period and according to Corporate needs, files are transferred to National Archives of Canada.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004

TBS Registration: 004473

Bank Number: JCCBI PPU 180

Application for Employment

Description: This bank contains completed employment application forms, résumés, letters of reference and replies to applications.

Class of Individuals: Individuals seeking employment.

Purpose: This bank exists to retain applications for employment.

Consistent Uses: To support decisions regarding the referral of candidates for staffing purposes.

Retention and Disposal Standards: Files are retained for one year from date of receipt and then destroyed.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004

TBS Registration: 001602

Bank Number: JCCBI PPU 181

Claim, Accident Files

Description: This bank includes accident, investigation and claim reports, names and addresses of individuals or firms lodging claims or the names of persons involved in accidents. Access to this bank will require name, address and description of the reason for the claim or the accident.

Class of Individuals: Individuals, firms.

Purpose: The purpose of this bank is to maintain information relating to claims by or against the Corporation, debts due to or owed by the Corporation for damages or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals.

Consistent Uses: The information is used for reference purposes.

Retention and Disposal Standards: Accidents, fatalities, third-party injuries (other than staff), claims/debts due to or against the Crown are destroyed five years after settlement based on a sampling criterion.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004

TBS Registration: 000293

Bank Number: JCCBI PPU 125

Lease Files

Description: This bank contains information relating to the property to be leased, requests for lease, name and address of person or firm leasing, appraisal report, establishment of amount of rental as well as a copy of the signed lease. The filing sequence is by document number with the name of the lessee appearing on the file cover. Access to this bank will require name, address and document number.

Class of Individuals: Firms, individuals.

Purpose: The purpose of this bank is to maintain information on the leasing of land, buildings, office accommodation and parking facilities by the Corporation as lessee or lessor.

Consistent Uses: The information contained in this bank is used for reference purposes.

Retention and Disposal Standards: 30 years after expiry provided 2 years have elapsed since the last activity on the file. Some files can be retained longer for administrative and legal purposes. After semi-active period and according to Corporate needs, files are transferred to National Archives of Canada.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004
TBS Registration: 004472
Bank Number: JCCBI PPU 175

Licences

Description: This bank contains information relating to licences, name and address of person or firm licensing, establishment of fees and a copy of the document. The filing sequence is by document number with the name of the firm or individual appearing on the file cover. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the granting of licences to or by the Corporation for such privileges as drainage purposes, and powerline, pipeline and communication line crossing purposes.
Consistent Uses: The information contained in this bank is used for reference purposes.
Retention and Disposal Standards: 30 years after expiry provided 2 years have elapsed since the last activity on the file. Some files can be retained longer for administrative and legal purposes. After semi-active period and according to Corporate needs, files are transferred to National Archives of Canada.
RDA Number: 98/027
Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004
TBS Registration: 004471
Bank Number: JCCBI PPU 170

Major Maintenance Contracts (Construction, Repairs, Consulting)

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a brief description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call for tenders and award of contracts for construction, repair and consulting work related to major projects.
Consistent Uses: These files may be used for research purposes for future contracts.

Retention and Disposal Standards: Legal documents – 20 years; Technical documents – 20 years. Meetings – 10 years; Financial documents – 10 years; General correspondence – five years. Some legal and technical documents essential for each contract are kept indefinitely for research purposes for future work. After semi-active period and according to Corporate needs, files are transferred to National Archives of Canada.
RDA Number: 98/027
Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004
TBS Registration: 000298
Bank Number: JCCBI PPU 150

Purchase Orders and Tender Files

Description: Files may contain requisitions for items and assets, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted and documentation awarding the purchase order. Access to this bank will require name, address and purchase order number.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment.
Consistent Uses: These files may be used as research for future purchase requirements.
Retention and Disposal Standards: Seven years and then destroyed.
RDA Number: 98/027
Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004
TBS Registration: 000297
Bank Number: JCCBI PPU 145

Regular Maintenance, Operation and Professional Service Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisitions and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a brief description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the call and award of regular maintenance contracts, such as lawn care, road

sweeping, work teams, supervision of work teams, snow removal and salt, local paving repairs and replacement of guardrails, cleaning of expansion joints and structures. Operations contracts, such as road markings, vehicle towing and repairs, lane signals and lights, remote surveillance and police services. Professional service contracts, such as consulting, legal services, communications, auditing, laboratory, informatics, office automation, publishing and graphic production services.

Consistent Uses: These files may be used for research purposes for future contracts.

Retention and Disposal Standards:

Legal documents – seven years. Technical documents – 20 years. Meetings – seven years. Financial documents – seven years. General correspondence – seven years. Some legal and technical documents essential to each contract are kept indefinitely for research purposes for future work. After semi-active period and according to Corporate needs, files are transferred to National Archives of Canada.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004

TBS Registration: 000299

Bank Number: JCCBI PPU 155

Suppliers' Files

Description: The bank contains letters of solicitation, names and addresses of firms or individuals and information or literature describing the services or products available from the suppliers. Access to this bank will require name and address.

Class of Individuals: Individuals, firms.

Purpose: The purpose of this bank is to maintain records on suppliers of services or products.

Consistent Uses: The bank is used to select suppliers.

Retention and Disposal Standards: Five years and then destroyed.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004

TBS Registration: 000296

Bank Number: JCCBI PPU 140

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning (BCP)

Personnel Security Screening

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information

Procurement Section

In the course of conducting the programs and activities of the Procurement Section, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes surplus assets files containing information on the disposal of surplus materiel and equipment, including the declaration of surplus assets, the location of assets, the names and addresses of purchasers and p ertinent sales documentation, stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the surplus declaration number and a description of the surplus assets. The retention period for surplus assets files is five years after disposal.

General Administrative Documentation

This class includes correspondence received from external organizations and individuals in the format of requests for information, complaints, comments and suggestions related to a broad range issues pertaining to the Corporation. The personal information contained in this class normally includes the name and postal address of the enquirer, telephone number and/or e-mail address. This personal information is fragmented throughout the subject files and is normally retrievable only if precise details such as the name, subject and the date of correspondence are provided. The retention periods of these classes of personal information depend on the record disposal schedules of the general subject files in which they are stored.

Manuals

- Act Respecting Industrial Accidents and Occupational Diseases (Quebec)

- Cahier des charges et devis généraux, MTQ (CCDG)

- Canada Labour Code

- Canadian Electrical Code

- Canadian Highway Bridge Design Code, sections 1 to 16 (CSA)

- Canadian Uniform Traffic Control Devices Manual

- Contract Administration for Project Managers Manual

- Corporation's By-Law

- Corporation's Emergency Measures Plan

- Corporation's Policies and Procedures

- Manuel d'inspection des structures (MTQ)

- National Building Code of Canada

- Normes du MTQ : conception routière, construction routière, ouvrages d'art, abords de route, signalisation routière, entretien, matériaux

- Quebec Highway Safety Code

- Recueil des méthodes d'essai laboratoire des chaussées (MTQ)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to The Jacques Cartier and Champlain Bridges Incorporated under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to The Jacques Cartier and Champlain Bridges Incorporated.

For further information about the functions and responsibilities of The Jacques Cartier and Champlain Bridges Incorporated, please contact:

Access to Information and Privacy Coordinator
The Jacques Cartier and Champlain Bridges Incorporated
West Tower
1111 St Charles Street West, Suite 600
Longueuil, Quebec J4K 5G4

Telephone: 450-651-8771
Internet: www.jccbi.ca

Reading Room

The Jacques Cartier and Champlain Bridges Incorporated
West Tower
1111 St Charles Street West, Suite 600
Longueuil, Quebec J4K 5G4

Laurentian Pilotage Authority Canada

Chapter 92

General Information

Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the Marine Pilotage Act was assented to by Her Majesty and the Governor-in-Council and proclaimed in force February 1, 1972.

The Pilotage Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities – Atlantic, Laurentian, Great Lakes and Pacific are Crown corporations, responsible to Parliament through the Minister of Transport.

The Laurentian Pilotage Authority, a Crown corporation, was established on June 30, 1971, and became effective as of February 1, 1972, governed by the Pilotage Act and Regulations. For the purpose of the Financial Administration Act, the Authority is a corporation specified in Schedule III, Part I of that Act.

Responsibilities

The objects of the Authority are to establish, operate, maintain and administer, in the interest of safety, an efficient marine pilotage service within the region.

Legislation

- Pilotage Act and Regulations, RSC, 1985, c. P-14

- Canada Shipping Act

Organization

Board of Directors

The Authority's board of directors is appointed by the Governor in Council, to a maximum of seven members.

Administration Branch

This Branch provides administrative and financial services as required to operate within accepted corporate business procedures.

Operations Branch

This Branch provides pilotage services by assignment, and dispatches qualified pilots to ships navigating within the Authority's region.

Information Holdings

Program Records

Pilotage Services
Description: Information on the provision of pilotage services within the Laurentian region.
Topics: Dispatching records; pilotage licences; assignments; tariff charges; accident reports; collective agreements; international shipping affairs.
Program Record Number: LPA OPR 005

Tariffs
Description: Pilotage Tariff Regulations and Canadian Transportation Agency decision.
Topics: Information on the setting of tariffs and analysis from Canadian Transportation Agency.
Program Record Number: LPA OPR 010

Board of Directors
Description: Information relating to the appointment of the LPA Board of Directors.
Topics: Privy Council Office appointments, correspondence and résumé.
Program Record Number: LPA BOA 015

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Administration and Management Services

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Staff Relations

Training and Development

Particular Personal Information Banks

Application for Employment File

Description: This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Authority.
Class of Individuals: General public.
Purpose: This is to maintain a record of information relating to applications for employment received from the general public.
Consistent Uses: May be used to validate recruitment decisions and to justify recommendations.
Retention and Disposal Standards: The retention period for this bank is two (2) years and after is destroyed.
RDA Number: 99/024L
Related PR#: LPA PRN 920
TBS Registration: 003685
Bank Number: LPA PPU 025

Marine Incidents

Description: This file contains marine incidents reports and investigations and the name of persons involved in an incident.
Class of Individuals: General public.
Purpose: This bank is to maintain a record of information relating to marine incidents and investigations.
Consistent Uses: May be used for statistics purposes and to draw appropriate conclusions regarding pilotage.
Retention and Disposal Standards: The retention period for this bank is ten (10) years and after is destroyed.
RDA Number: 99/024L
Related PR#: LPA OPR 005
TBS Registration: 003688
Bank Number: LPA PPU 035

Board Members

Description: Section three of the Pilotage Act establishes the Authority and defines the composition of its membership. Information in this bank includes orders-in-council appointing them to the board, correspondence and travel expense claims.
Class of Individuals: Members of the public, pilots and representatives of the shipping industry.
Purpose: This bank is to maintain a record of information relating the members.
Consistent Uses: May be used as a reference document.
Retention and Disposal Standards: The retention period for this bank is ten (10) years and after is destroyed.
RDA Number: 98/005
Related PR#: LPA BOA 015
TBS Registration: 003686
Bank Number: LPA PPU 027

Register of Pilots and Apprentice Pilots

Description: This bank contains information on physical characteristics, licences, certificates and marine incidents of pilots and apprentice pilots bound by contract with the Authority and are obtained under the Pilotage Act.
Class of Individuals: General public.
Purpose: This bank retains a register of certificates and qualifications required under the Pilotage Act.
Consistent Uses: May be used to verify that pilots and apprentice pilots meet the requirements of the Pilotage Act as to their ability to carry out their duties.
Retention and Disposal Standards: This bank are retained in our office two (2) years from the date which the pilots or apprentice pilots cease to be employed and then are sent to the National Archives of Canada.
RDA Number: 98/005
Related PR#: LPA OPR 005
TBS Registration: 003687
Bank Number: LPA PPU 030

Classes of Personal Information

In the course of conducting the programs and activities of the Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks previously described in this entry. Such personal information includes identification cards, staffing, training, grievances, official languages, disciplinary measures, occupational safety and health, parking and travelling expenses. This

information is store as part of the general subject files, the records of which are not normally retrievable by name of individual or other personal identifier. Specifics must be provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and to whom it was addressed.

The personal information in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject records schedules.

Manuals

- Accident Reports and Investigations

- Collective Agreements

- Dispatching Procedures

- Pilot Licence Register

- Service Contracts

- Working Rules

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Laurentian Pilotage Authority under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the Laurentian Pilotage Authority.

Requests for further information about the Authority and its various programs and functions may be directed to:

Laurentian Pilotage Authority
555 René-Lévesque Blvd West, Suite 1501
Montreal, Quebec H2Z 1B1

Telephone: 514-283-6320
Email : apl@apl.gc.ca

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

555 René-Lévesque Blvd West, Suite 1501
Montreal, Quebec

Law Commission of Canada

Chapter 93

It should be noted that the Law Commission of Canada was dissolved in December 2006. All records were transferred to the custody and control of the Library and Archives Canada (LAC).

General Information

Background

The Law Commission of Canada (LCC) is an independent institution created by Parliament in May 1996 with the passage of the Law Commission of Canada Act. The Act came into force on April 21, 1997 and the Commission started its operations on July 1, 1997. The Commission meets the needs of Parliament for broadly-based and strategic advice on legal policy and law reform issues.

The work of the Commission is guided by a set of principles, emanating from the consultations conducted in establishing the Law Commission, and embedded in the preamble of the legislation. These principles include inclusiveness, a multidisciplinary approach, innovative practices, partnerships and networks.

Responsibilities

The mandate of the Law Commission of Canada is to study and keep under systematic review, in a manner that reflects the concepts and institutions of the common law and civil law systems, the law of Canada and its effects, with a view to providing independent advice on improvements, modernization and reform that will ensure a just legal system that meets the changing needs of Canadian society and individuals in that society.

The Law Commission of Canada is responsible for the development of new approaches to, and new concepts of law, and the development of measures to make the legal system more efficient, economical, and accessible. The Commission will work towards the elimination of obsolescence and anomalies in the law. In addition, the Law Commission is mandated to stimulate critical debate in, and forge productive networks among academic and other communities.

In furtherance of its purpose, the Commission may undertake or sponsor studies and research, disseminate reports and other documents, organise conferences, seminars and other meetings and facilitate cooperation among governments and other organizations interested in justice and law.

Legislation

- Law Commission of Canada Act (proclaimed April 21, 1997)

Organization

The Law Commission of Canada reports to Parliament through the Minister of Justice and is designated as a departmental corporation.

Commissioners

The Commission is composed of five Commissioners appointed by the Governor-in-Council upon the recommendation of the Minister of Justice.

The President is a full-time Commissioner who resides in Ottawa and who acts as the Chief Executive Officer of the Commission, and has deputy minister status. The other four Commissioners, including the Vice-President, serve on a part-time basis.

Advisory Council

The Commissioners are assisted by a volunteer Advisory Council, consisting of up to twenty-four Canadians chosen by the Commission. Advisory Council members are appointed for a three-year term and may be reappointed.

As a group, the Advisory Council is to be broadly representative of the socio-economic and cultural diversity of Canada, to represent various disciplines and reflect knowledge of the common law and civil law systems. Its members need not be drawn from the legal professions.

Administration Directorate

The Administration Directorate provides the Commission with support services in human resources, finance, assets and facilities management, telecommunications, information

technology, and information management. It is also responsible for planning, review activities, and special corporate initiatives such as Modern Comptrollership.

Communications Directorate

The Communications Branch promotes the policies, programs and services of the Commission and ensures that the Commission is visible, accessible and accountable to the public that it services; it advises senior management on all issues relating to communications with the public and the media. The Directorate is also responsible for managing the Website www.lcc.gc.ca.

Research Directorate

The Research Directorate plays a leadership role in determining the Commission's research objectives, needs and priorities and in developing new partnerships and networks. The research work of the Commission is carried out mostly by outside experts such as contractors from the academic community and the private sector under the direction of the Director of Research.

Information Holdings

Note: The Canadian Human Rights Commission, on our behalf, is handling the administration of Human Resources and Financial Services function and is retaining all the related official records.

Program Records

Access and Privacy Coordination
Description: Coordination of Access to Information and Privacy.
Topics: Access to Information and Privacy.
Program Record Number: LCC 120-2

Administrative Services
Description: Correspondence, memoranda, reports, administrative policy and procedures of the Commission.
Topics: Human resources, finance/assets and facilities management, information technology and information management, planning, audits, evaluations, studies and special corporate initiatives such as Modern Comptrollership.
Program Record Number: LCC 100

Advisory Council
Description: Information relating to the Law Commission of Canada Advisory Council,

appointment of Members, meetings, agenda, minutes and reports.
Topics: Bi-annual meetings.
Program Record Number: LCC 2100

Commissioners' Meetings
Description: Information on the establishment, organization, functions, agenda, minutes, reports, etc., and participation in conferences, meetings, symposia and seminars.
Topics: Bi-monthly Meetings.
Program Record Number: LCC 2150

Financial Services
Description: Correspondence, memoranda, reports, statistics on the financial management of all programs and activities within the Commission. The Canadian Human Rights Commission, on our behalf, is handling the administration of Financial Services function and is retaining all the related official records.
Topics: Accounts, audits, budget, contracts, hospitality, signing authorities, travel.
Program Record Number: LCC 800

Partnerships
Description: Information on partnerships between the Law Commission and outside organizations.
Topics: General correspondence and Memorandum of Understanding on partnership between the Law Commission of Canada and various organizations for research on specific themes.
Program Record Number: LCC 2200

Personnel Services Human Resources Services
Description: Correspondence, memoranda, reports, statistics on general personnel management activities within the Commission. The Canadian Human Rights Commission, on our behalf, is handling the administration of Human Resources Services function and is retaining all the related official records.
Topics: Appointments, official languages, employment and staffing, performance appraisals, training and development.
Program Record Number: LCC 1000

Research
Description: Information relating to the Economic Relationships theme.
Topics: Economic Relationships; Economic Shocks.
Program Record Number: LCC 3026

Description: Information relating to the Economic Relationships theme.

Topics: Economic Relationships; Federal Security Interests.
Program Record Number: LCC 3030

Description: Information relating to the Economic Relationships theme.
Topics: Economic Relationships; Financing on Reserves.
Program Record Number: LCC 3027

Description: Information relating to the Economic Relationships theme
Topics: Economic Relationships; General documentation.
Program Record Number: LCC 3020

Description: Information relating to the Economic Relationships theme.
Topics: Economic Relationships; Organized Crime.
Program Record Number: LCC 3025

Description: Information relating to the Economic Relationships theme.
Topics: Economic Relationships ; Relationships in Transitions 1999; Economic Relationships.
Program Record Number: LCC 3040

Description: Information relating to the Economic Relationships theme.
Topics: Economic Relationships; Workplace in Transition.
Program Record Number: LCC 3050

Description: Information relating to the Economic Relationships theme.
Topics: Economic Relationships; Vulnerable Worker.
Program Record Number: LCC 3051

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; Biomedical Research.
Program Record Number: LCC 3125

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; Citizen Agency.
Program Record Number: LCC 3130

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; Civil Society.
Program Record Number: LCC 3145

Description: Information relating to the Governance Relationships theme.

Topics: Governance Relationships; Electoral Reform.
Program Record Number: LCC 3157

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; Ethnic Minorities.
Program Record Number: LCC 3151

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; General.
Program Record Number: LCC 3120

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; Governance Aboriginal Fiduciary Obligations.
Program Record Number: LCC 3141

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; Governing Beyond Borders.
Program Record Number: LCC 3163

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; Indigenous Bar Association Conference.
Program Record Number: LCC 3121

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; Indigenous Legal Traditions.
Program Record Number: LCC 3160

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; Legal Dimensions Initiative 2005; Indigenous Legal Traditions.
Program Record Number: LCC 3162

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; Legal Dimensions Initiative 1999; Perspectives on Legislation.
Program Record Number: LCC 3122

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; Legal Dimensions Initiative 2004; Law and Citizenship.
Program Record Number: LCC 3123

Description: Information relating to the Governance Relationships theme.

Topics: Governance Relationships; Legal Dimensions Initiative 2003; Law and Risk.
Program Record Number: LCC 3158

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; Governance 'Minorities' Values.
Program Record Number: LCC 3150

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; Legislation Project.
Program Record Number: LCC 3155

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; Patterns of Association in Canadian Civil Society.
Program Record Number: LCC 3135

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; Relationships in Transition 2001; Governing the World.
Program Record Number: LCC 3156

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; Relationships in Transition 2003; Freedom of Choice.
Program Record Number: LCC 3159

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; Relationships in Transitions 2004; The Environment Emerging Scientific Knowledge and Managing Legal Risk.
Program Record Number: LCC 3161

Description: Information relating to the Governance Relationships theme.
Topics: Governance Relationships; Urban Aboriginal Governance in Canada.
Program Record Number: LCC 3140

Description: Information relating to Ministerial Reference related to reference request by the Minister of Justice.
Topics: Ministerial Reference ; General.
Program Record Number: LCC 3500

Description: Information relating to Ministerial Reference on Institutional Child Abuse.
Topics: Ministerial Reference on Institutional Child Abuse; Discussion Papers.
Program Record Number: LCC 3520

Description: Information relating to Ministerial Reference on Institutional Child Abuse.

Topics: Ministerial Reference on Institutional Child Abuse; General correspondence.
Program Record Number: LCC 3510

Description: Information relating to Ministerial Reference on Institutional Child Abuse.
Topics: Ministerial Reference on Institutional Child Abuse; Study Panels.
Program Record Number: LCC 3512

Description: Information relating to the Law Commission of Canada's Nathalie Des Rosiers Audacity of Imagination Award.
Topics: Nathalie Des Rosiers Audacity of Imagination Award; Annual Contest.
Program Record Number: LCC 3006

Description: Information relating to the Personal Relationships theme.
Topics: Personal Relationships; Adults Relationships.
Program Record Number: LCC 3260

Description: Information relating to the Personal Relationships theme.
Topics: Personal Relationships; Justice Between the Generations.
Program Record Number: LCC 3255

Description: Information relating to the Personal Relationships theme.
Topics: Personal Relationships; Legal Dimensions Initiative 2000; Personal Relationships of Dependance and Interdependance in Law.
Program Record Number: LCC 3240

Description: Information relating to the Personal Relationships theme.
Topics: Personal Relationships; Older Adults Relationships.
Program Record Number: LCC 3250

Description: Information relating to the Research which do not fall under the four research themes, Economic Relationships, Governance Relationships, Personal Relationships and Social Relationships.
Topics: Research; General / Living Law Lectures.
Program Record Number: LCC 3000

Description: Information relating to the Law Commission of Canada's Roderick A. Macdonald Annual Contest.
Topics: Roderick A. Macdonald Contest; Annual Contest.
Program Record Number: LCC 3005

Description: Information relating to the Social Relationships theme.

Topics: Social Relationships; Communities Project.
Program Record Number: LCC 3355

Description: Information relating to the Social Relationships theme.
Topics: Social Relationships; General.
Program Record Number: LCC 3340

Description: Information relating to the Social Relationships theme.
Topics: Social Relationships; Legal Dimensions Initiative 2001; Refocusing the Public/Private Divide.
Program Record Number: LCC 3346

Description: Information relating to the Social Relationships theme.
Topics: Social Relationships; Legal Dimensions Initiative 2006; Social and Economic Social Rights: Addressing Social Inequalities.
Program Record Number: LCC 3351

Description: Information relating to the Social Relationships theme.
Topics: Social Relationships; Order and Security.
Program Record Number: LCC 3360

Description: Information relating to the Social Relationships theme.
Topics: Social Relationships; Relationships in Transition 2006; Communication Rights and the Right to Communicate.
Program Record Number: LCC 3354

Description: Information relating to the Social Relationships theme.
Topics: Social Relationships; Relationships in Transition 2005; Customary Practices and Law in Canada.
Program Record Number: LCC 3349

Description: Information relating to the Social Relationships theme.
Topics: Social Relationships; Relationships in Transition 2000; Social Relationships.
Program Record Number: LCC 3345

Description: Information relating to the Social Relationships theme.
Topics: Social Relationships; Relationships in Transition 2002; The Governance of Policing & Security.
Program Record Number: LCC 3347

Description: Information relating to the Social Relationships theme.
Topics: Social Relationships; Restorative Justice.
Program Record Number: LCC 3350

Description: Information relating to the Law Commission of Canada's Social Services and Humanities Research Council (SSHRC);Virtual Scholar in Residence Annual Contest.
Topics: SSHRC; Virtual Scholar in Residence; Annual Contest.
Program Record Number: LCC 3016

Description: Information relating to the What is a Crime? theme.
Topics: What is a Crime?
Program Record Number: LCC 3400

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Audits

Budgets

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Occupational Health and Safety

Official Languages

Pensions and Insurance

Personnel

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a ddescription fo their contents.

Access to Information and Privacy Requests

Hospitality

Personnel Security Screening

Relocation

Travel

Manuals

The Canadian Human Rights Commission (CHRC), on our behalf, is handling the administration of Financial Services and Human Resources functions, therefore the Law Commission of Canada is referring to CHRC manuals and procedures.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Access to Information, Privacy and Personnel Records Division
Library and Archives Canada
395 Wellington Street
Ottawa, Ontario K1A 0N4

Telephone: 613-996-5115 or
1-866-578-7777 (toll free in Canada
and in the United States)
Email: atipd@archives.ca

Library and Archives Canada

Chapter 94

General Information

Background

Library and Archives Canada was created on May 21, 2004, by order of the Governor in Council. Bill C-8, the Act which established the Library and Archives of Canada, was proclaimed on April 22, 2004. Library and Archives Canada is an innovative knowledge institution that combines the collections, services and staff of the former National Library of Canada and National Archives of Canada. Our objective is to provide all Canadians with easy, one-stop access to the broadest collection of information about Canada, including the texts, photographs, artwork and other documents that reflect their cultural, social and political development. As part of our mandate, we work closely with other archives and libraries to acquire and preserve Canada's documentary heritage in all its forms.

Responsibilities

Library and Archives Canada is responsible for preserving the documentary heritage of Canada for the benefit of present and future generations; serving as a source of enduring knowledge accessible to all; contributing to the cultural, social and economic advancement of Canada as a free and democratic society; facilitating in Canada cooperation among communities involved in the acquisition, preservation and diffusion of knowledge; and serving as the continuing memory of the government of Canada and its institutions.

Legislation

- Library and Archives of Canada Act (SC 2004, c.11)

- Legal Deposit of Publications Regulations (revised 2004)

Organization

Communications

The Communications Office includes four sections: strategic communications and media relations, marketing and advertising, publishing, and internal communications. The Office promotes the strategic objectives of the organization by providing integrated and proactive communications support, ensures that Library and Archives Canada's communications activities are aligned with and responsive to corporate priorities, and provides strategic advice and support to individual program areas.

Corporate Management

Corporate Management provides advice, assistance in Human Resources Management and Financial Management, as well as common services such as Audit and Evaluation, Integrity Officer, Accommodation and Security Records Management and the Staff Resource Centre.

Documentary Heritage Collection

The Documentary Heritage Collection sector ensures that Canada's documentary heritage is collected, safeguarded and organized for current and future uses. Its functions are collection development, organization, and care of collections.

Government Information Management Office

The Government Information Management Sector supports federal institutions in the management of information and knowledge. Its primary functions include Information Management (IM) strategies which support the development of a government-wide IM program, IM solutions which develop guidance, tools and training to help departments implement IM policies and programs and IM services which includes the Federal Records Centres.

Information Technology Branch

The Information Technology Services Branch (ITB) provides information technology (IT) services to Library and Archives Canada (LAC) sectors, develops and maintains applications, provides informatics infrastructure management, supports networks and desktop services, provides IT training and support LAC as well as their clients in Canada and abroad.

Office of the Librarian and Archivist of Canada

The Librarian and Archivist of Canada is responsible for all matters relating to Library and

Archives Canada. An active member of various national and international committees, the Librarian and Archivist of Canada reports to Parliament through the Minister of Canadian Heritage.

Programs and Services Sector

Programs Branch

Library and Archives Canada (LAC) designs and delivers interpretive programs and public activities through a variety of media to make the documentary heritage of Canada known to Canadians. By promoting and giving meaning and context to LAC's collection, LAC strengthens Canadians' collective understanding and appreciation of the nation's past, present and future. Through these programs, Canadians and those interested in Canada gain new knowledge, understanding and appreciation of the Canadian experience.

Portrait Gallery of Canada

The Portrait Gallery, a new program of Library and Archives Canada, was announced by the Government in 2001. In a developmental stage for its public programming activities, the Gallery is expected to open to visitors in late 2007 at 100 Wellington St., Ottawa, the former American Embassy. The Portrait Gallery of Canada is responsible for leadership in all aspects of the development, implementation and administration of a nationally and internationally recognized portrait gallery focusing on the men and women from all walks of life who have helped to shape and who continue to shape Canada. Its current functions are acquisitions and research, strategic initiatives and exhibitions, description and care, public programming and communications, development and, together with Public Works and Government Services Canada, the building project.

Services Branch

Library and Archives Canada (LAC) information services, consultation services, rights management (including Access to Information and Privacy, personnel records and rights clearance) and lending services make it easier to access Canada's documentary heritage. These services are used by the general public, both in Canada and abroad, for research and education purposes, by government employees, and by other libraries and archives. Based on client needs and preferences, these services are available through many channels,

including in person, by telephone, regular mail, e-mail and the Internet.

Strategic Office

Strategic Office coordinates and develops a coherent, corporate vision and provides strategic direction for Library and Archives Canada (LAC). This strategic direction forms the basis of corporate objectives and priorities. Strategic Office also ensures that activities throughout LAC are aligned with organizational goals. By leading, assisting, coordinating and drawing on planning and policy work in the areas of strategic planning and policy, rights policy, Multicultural and Aboriginal Heritage initiatives, the Office provides strategic focus to LAC's national and international roles. The office also ensures the successful long-term transformation of LAC.

Information Holdings

Program Records

Communications Sector

Library and Archives Canada Mailing List
Description: Client-based mailing list of 88 separate categories held in AMICUS. Purpose is for distribution of LAC publications.
Topics: Publications, management Information.
Format: Online.
Program Record Number: LAC COM 005

Public Programs
Description: Information on cultural events such as exhibitions, concerts, readings and book launches.
Topics: Production steps – planning, implementation, costs.
Program Record Number: LAC COM 025

Publications Inventory List
Description: Library and Archives Canada Publications listing and indexing on Q & A. Database purpose is to track and manage LAC publications.
Topics: Publications, management Information.
Format: Online.
Program Record Number: LAC COM 010

Corporate Management Sector

Evaluation of Information Management Programs
Description: Information relating to the evaluation and effectiveness of information management

programs in conformity with Library and Archives Canada legislation and Treasury Board policy.
Topics: Internal audit and evaluation guidelines; strategies for the sound management of government information.
Program Record Number: LAC CM 185

Professional Development Services
Description: Information relating to courses, workshops, publications, audiovisual materials and other documentation on the principles and practices of managing recorded information.
Topics: Education and training; communications.
Program Record Number: LAC CM 180

Documentary Heritage Collection Sector

Acquisitions
Description: Information on the acquisition of Canadian and non-Canadian library material by Library and Archives Canada.
Topics: Compliance with the Library and Archives of Canada Act (Legal Deposit); commercial publishers; government publishers; material published in Canada, issued by a canadian author or dealing with a canadian subject; gifts and deposits of library materials; purchase of library materials – order requests and orders received.
Format: Online.
Program Record Number: LAC DHC 030

Acquisitions and Accessions – Audio-Visual
Description: Information on the acquisition, the arrangements and the storage of films, videos and sound recordings (including oral history interviews, radio programs, speeches, debates, war recordings, news broadcasts, news reports and bulletins) of historical value for preservation, cataloguing and storage.
Topics: Description preservation standards; appraisals of collections; purchases and donations; negotiations and agreements with the public and donors; exchanges with archival institutions.
Access: These files are arranged by fonds and collection/donor name.
Program Record Number: LAC DHC 035

Acquisitions and Accessions – Cartographic, Architecture and Geomatics
Description: Information relating to the acquisition, the arrangement, the description and the preservation of cartographic, architectural and geomatic records including general maps of Canada and the world, maps printed in atlases and books, federal and provincial canadian map series, foreign maps, globes, atlases, aerial photographs, various architectural and engineering plans, and geomatic data.
Topics: Appraisals of collections; negotiations and agreements with donors and government departments; auctions and offers of maps.
Access: The files are organized by subject, donor name or collection title.
Program Record Number: LAC DHC 055

Acquisitions and Accessions – Manuscripts
Description: Information on private textual archives and records to be selected, retained, organized and preserved by Library and Archives Canada (LAC).
Topics: Record acquisitions; negotiations, evaluations and agreements with collectors, the public and donors; contacts for acquisition purposes; transfer of records procedures; organization, physical and intellectual control of manuscript collections, exchange with the community.
Access: The files are organized by subject, donor name or institution and collection title.
Program Record Number: LAC DHC 070

Acquisition and Control – Government Records
Description: Information on the Government Records Appraisal and Disposition Program, including how archival records of the Government of Canada are appraised, disposed of, acquired, selected, arranged, described and conserved. This includes records in all media.
Topics: Appraisal, disposition and acquisition procedures and policies; transfer of archival records guidelines; consultations and liaison with government departments, crown corporations and other countries; Records Disposition Authorities and Agreements to Transfer; records retention and disposal schedules; microfilming proposals from federal government institutions.
Program Record Number: LAC DHC 015

Acquisitions, Research and Control – Documentary Art and Photography
Description: Information on the acquisition, the arrangement, the preservation and the storage of pictorial and iconographic records such as paintings, medals, drawings, posters, stamps and heraldry as well as photographic documents organized for preservation, cataloguing and storage.
Topics: Evaluations, negotiations and agreements with photographers, members of the public and donors; biographies of historical and contemporary artists and photographers; inventories; research and acquisition projects; contacts in the private

sector; information on the nature, the source and the location of each collection; transfers; organization, storage and control of photographic records.
Access: These files are arranged by subject, donor, collection, individual accession and by name.
Program Record Number: LAC DHC 100

Anglo-American Cataloguing Rules (AACR)
Description: Information on the development and revision of the Anglo-American Cataloguing Rules (AACR) and the work of the Joint Steering Committee (JSC) for Revision of AACR.
Topics: AACR 1st edition; AACR 2nd edition; JSC meetings; amendments to AACR.
Access: AACR files arranged by edition and chapter number; JSC meetings by JSC numbering system.
Format: Paper and Online.
Program Record Number: LAC DHC 060

Canadian Children's Literature Service
Description: Information on Canadian literature for children and young adults and on libraries and library service for children and young adults; including a separate collection of 118,000 children's titles, lists of Canadian books for children and young-adults by year of publication, lists of award winning books, thematic book lists including the annual Read Up On It kit, electronic products and services, manuscript collections for selected Canadian children's authors and illustrators, biographical files, collection of Canadian and foreign posters and PIKA, a Canadian children's literature database.
Topics: Canadian books for children and young adults, bilingual books; children's writings; children's periodicals, book selection, biographical information.
Access: Books filed by subject (Library of Congress classification system) with access through AMICUS (LAC's catalogue listing database) and in-house catalogue (to 1993) and book lists by year of publication (since 1984).
Format: Slides (by illustrator, title and year).
Program Record Number: LAC DHC 115

Canadian Directories
Description: INMAGIC database used to produce the print publication Canadian directories, 1790-1987: A bibliography and place-name index.
Topics: Reference Services.
Format: Diskette.
Program Record Number: LAC DHC 005

Canadian Information by Subject
Description: Provides Web links to information about Canada from Internet resources around the world. Websites are organized by subject and indexed by name.
Topics: All disciplines, Canadian content or origin.
Format: Online.
Program Record Number: LAC DHC 185

Canadian International Standard Book Number (ISBN) Publishers' Directory
Description: Contains information concerning ISBN prefixes assigned to publishers as well as their coordinates.
Topics: Canadian publishers and ISBN prefixes, publishing in Canada.
Format: Online.
Program Record Number: LAC DHC 010

Canadian Music Periodical Index (CMPI)
Description: CMPI is an index to Canadian music periodical literature which provides bibliographic sources for information on all aspects of musical activity in Canada. In 1999 CMPI expanded to include articles pertaining to non-Canadian subjects published in Canadian music journals, newsletters and magazines. Nearly 500 periodicals, from the late 19th century to the present, have been indexed.
Topics: Music Geographic Coverage: Canada.
Format: Online.
Program Record Number: LAC DHC 160

Canadian Newspapers on Microform held by Library and Archives Canada
Description: List of Canadian newspapers (including student, ethnic and native) with Library and Archives Canada holdings. Microcomputer-based on MS WORD.
Note: Available on the Library and Archives Canada's website
Topics: Newspapers, reference services.
Format: Online.
Program Record Number: LAC DHC 020

Canadian Poetry Archive
Description: The Canadian Poetry Archive features selected poems from over 100 early English- and French-language Canadian poets.
Note: Available on the Library and Archives Canada's website.
Topics: Canadian literature.
Format: Online.
Program Record Number: LAC DHC 025

Canadian Theses
Description: Information on the Library and Archives Canada program ensuring access to and

preservation of theses and dissertations in various formats accepted by Canadian universities.
Note: Available on the Theses Canada Portal.
Topics: Acquisition of theses; preservation of theses; electronic theses; microfilming.
Format: Online.
Program Record Number: LAC DHC 110

Canadiana: The National Bibliography
Description: A component of the online AMICUS database containing bibliographic and authority records describing material published in Canada, issued by a Canadian author or dealing with a Canadian subject. This database contains all Canadiana acquired by Library and Archives Canada, from early Canadiana to most recent items. Contains over 2 000 000 bibliographic and authority records.
Topics: All disciplines.
Format: Online, CD-ROM, FTP files.
Program Record Number: LAC DHC 165

Cartographic and Audio Visual Archives
Description: General information on the functions of this sector which includes acquisition procedures and policies, organization, description and preservation of records of historical value.
Topics: Conditions on access to material; exchanges and agreements; loans; special projects; cataloguing.
Program Record Number: LAC DHC 105

Cataloguing Programs
Description: Information on Library and Archives Canada's cataloguing operations.
Topics: Cataloguing policies and standards; workflow and turnaround time reports; performance measurement system; backlog count reports.
Format: Statistical records related to the processing time analysis system and performance measurement system are in machine-readable form.
Program Record Number: LAC DHC 050

Cataloguing-in-Publication
Description: Information on the Cataloguing-in-Publication (CIP) program whereby Canadian books are catalogued prior to publication and the cataloguing information is printed in the book at the time of publication. The CIP data gathered through the program are made available through the New Books Service web product.
Topics: Completed CIP application forms from publishers; CIP statistics; CIP agent library contracts; foreign CIP programs; CIP publicity.
Access: Application forms arranged by publisher.
Program Record Number: LAC DHC 040

CONSER Database
Description: A component of the online AMICUS database containing MARC (Machine-Readable Cataloguing) records for Canadian serials which are loaded in the North American CONSER (Cooperative Online Serials) database maintained on the On-line Computer Library Center system located in Dublin, Ohio. Library and Archives Canada is responsible for maintaining the Canadian records. Includes records for serials published by the federal government of Canada. Contains about 100 000 bibliographic records.
Topics: All disciplines.
Format: Online.
Program Record Number: LAC DHC 210

Directory of Special Collections of Research Value in Canadian Libraries
Description: List of collections that are recognized by their home institution, and by others, as an important resource at the regional and/or national level. The aim for each collection is generally to be exhaustive: to include any significant works of recorded knowledge, in all relevant languages, for a necessarily defined and limited subject field.
Note: Available on Library and Archives Canada's website.
Topics: Special collections.
Access: The directory is searchable by keyword, and can be browsed by subject, collection name, and name of home institution.
Format: Online.
Program Record Number: LAC DHC 230

Disc-O-Logue
Description: Database of French-language popular music recordings available in Canada from the mid-1950s to the mid 1980s.
Note: Available on Library and Archives Canada's website.
Topics: Originating department or agency: research and information services, Library and Archives Canada; music.
Format: Online.
Program Record Number: LAC DHC 045

Documentary Art and Photography
Description: General information on Documentary Art/Photography which include acquisition procedures and policies, organization, description and preservation of records of historical value.
Topics: Loans of pictures; colour transparencies and photographic documents; conditions on access to material; internal research projects; selection of material for exhibitions; exchanges and agreements.

Access: Arranged by artist name.
Program Record Number: LAC DHC 099

Environmental Monitoring
Description: Temperature and relative humidity data collected by SMARTREADER dataloggers which are deployed in collection areas and exhibit cases as required. When monitor is removed from exhibition or collection, data is transferred to hard disc for analysis. Raw data is not typically retained once graphed/analysed. Short summary reports exist as MS Word files.
Topics: Preservation of Library Materials.
Format: Paper, diskette.
Program Record Number: LAC DHC 225

Gifts and Major Acquisitions Database
Description: Contains information about major acquisitions bought and gifts received by Library and Archives Canada.
Topics: All disciplines.
Format: Online.
Program Record Number: LAC DHC 220

Government Archives
Description: Correspondence of a general nature related to Government Archives Division.
Topics: Conditions on access to material; internal research studies and projects; conservation of holdings.
Program Record Number: LAC DHC 011

Index to Federal Royal Commissions
Description: Index to reports, briefs, submissions working papers and other relevant material associated to Federal Royal Commissions available at Library and Archives Canada.
Note: Available on Library and Archives Canada's website.
Topics: Government Publications.
Format: Online.
Program Record Number: LAC DHC 120

Index to Sound Recordings – INMAGIC
Description: Discographic information (title, composer, performer, label, issue number, matrix number) for 45 rpm, 78 rpm and cylinders in the Music Division Collections. Microcomputer-based on INMAGIC.
Topics: Music.
Format: Online.
Program Record Number: LAC DHC 170

Inquiries on Books and Records Conservation
Description: Information relating to the preservation and restoration services for rare books, manuscripts, maps, atlases, posters and other paper and leather bound archival material.

Topics: Book, map, poster and paper records restoration; mass deacidification; conservation training program.
Program Record Number: LAC DHC 205

Inquiries on Photography Services
Description: Information relating to photographic and electrostatic reproductions of records held in Library and Archives Canada.
Topics: Film preservation; photographic assignments; black and white and colour reproductions.
Program Record Number: LAC DHC 195

Inquiries on Prints and Drawings Conservation
Description: Information relating to the preservation and restoration services for pictorial and iconographic records such as art on paper, oil paintings, photographic records, medals.
Topics: Include conservation methods and studies for water colours, prints, photographs and medals.
Program Record Number: LAC DHC 200

Inquiries on Technical Operations (Audio-Visual)
Description: Information relating to the preservation of moving image and sound recording.
Topics: Preservation standards; procedures and practices.
Program Record Number: LAC DHC 215

International Organization for Standardization (ISO)
Description: Information on the work of various committees and subcommittees of the International Organization for Standardization on documentation and related standards.
Topics: Technical committees and working groups concerned with standards for information and documentation (ISO/TC46 and its subcommittees).
Access: Files arranged by International Organization for Standardization (ISO) committee and/or standard number.
Format: Paper and Online.
Program Record Number: LAC DHC 130

International Standard Numbering Programs
Description: Assignment of International Standard Book Numbers (ISBN) and International Standard Music Numbers (ISMN) to publishers; assignment of International Standard Serial Numbers (ISSN) to individual serial publications.
Program Record Number: LAC DHC 065

Jacob M. Lowy Collection
Description: Four thousand volumes of rare and old printed Hebraica and Judaica spanning

five centuries; two hundred original Hebraic manuscripts, primarily from nineteenth and twentieth century Yemen; microforms of manuscript holdings of selected European and American institutions; a reference collection of over one thousand five hundred volumes.

Topics: Religious and secular works, with a concentration on incunabula, editions of bibles and the historian Josephus, rabbinic literature, religious law, mysticism, liturgy; Hebraic bibliography and the history of Hebraic printing.

Access: Through AMICUS (Library and Archives Canada's catalogue listing database) in conjunction with printed guides. Consultation in the Lowy Room, 2nd floor.

Program Record Number: LAC DHC 145

Jacob M. Lowy Collection
Conservation Survey – MS Access
Description: Description of conservation requirements for 2500 Lowy books. Computer-based on Microsoft Access.

Topics: Rare Hebraica and Judaica.

Access: Library and Archives Canada conservators and Lowy Curator.

Format: Diskette.

Program Record Number: LAC DHC 240

Legal Deposit – AMICUS Database
Description: Machine-readable bibliographic and acquisition records for Canadian imprints, in all formats and languages, received by Library and Archives Canada under the legal deposit provisions of the Library and Archives of Canada Act. Records are created, stored and managed on the AMICUS acquisitions system.

Topics: All disciplines.

Format: Online.

Program Record Number: LAC DHC 140

Literary Manuscripts
Description: Information on Canadian authors, other individuals involved in Canadian literature and small literary presses whose archives are held by Library and Archives Canada; finding aids for many of these archival fonds; list of archival fonds titled Literary Manuscripts: A Guide to the Literary Fonds at Library and Archives Canada; lists of sound recordings, videos, photographs and posters.

Topics: Literary archival fonds: including correspondence, manuscripts, professional and personal memorabilia, audio recordings, video recordings, photographs and posters. Literary Manuscripts: a guide available in print version

and on the internet on the Library and Archives Canada website.

Access: fonds records are arranged alphabetically and fonds number, fonds arranged individually according to content: finding aids available in print version and many available electronically. Biographical and critical files composed mainly of clippings from newspapers and journals.

Program Record Number: LAC DHC 135.

Literary Manuscripts Collection Index to Correspondence
Description: Index which provides information on correspondence in Literary Manuscripts Collections. Microcomputer-based in MS Access. Some correspondence on cards or MS WORD documents; input in MS Access is ongoing.

Topics: Literary manuscripts, canadian writers, canadian publishers, canadian literature.

Format: Online.

Program Record Number: LAC DHC 075

MARC Records Distribution Service (MRDS)
Description: Machine-Readable Cataloguing (MARC) source files from Library and Archives Canada, as well as the CONSER file. Various distribution service options are available to subscribers.

Topics: All disciplines.

Format: FTP. Alternatively, records can be selected and downloaded using the AMICUS database (catalogue listing).

Program Record Number: LAC DHC 245

Music Manuscripts, Sound Recordings, Printed Collection and Reference Service
Description: Lists of manuscript collections and sound recordings, union catalogue of Canadiana sheet music published before 1950, finding aids for selected archival collections, files on many aspects of musical Canadiana, and records of Music Division acquisitions by gift, legacy or purchase; microfiche and computer listings for 78 and 45 rpm discs, binders and card catalogue for 33 1/3 discs to 1978 (post 1978 in AMICUS – bibliographic database, and binders for wax cylinders and piano rolls; correspondence replying to reference questions related to music; grey literature and ephemera relating to musical Canadiana.

Topics: Manuscript collections; sound recordings; early Berliner recordings at Library and Archives Canada; the Dr. André and Pearl Ross Collection of Spoken Sound Recordings; the Ralph Gustafson Collection of piano recordings; vertical files on canadian music and musicians; Encyclopedia of Music in Canada information sheets; Canadian

sheet music, canadian concert programs; canadian musical iconography; canadian music publishers; Percy Scholes vertical files on British and European music; lists of donors and donations; records of purchases and solicitations for the collection.

Access: Manuscript Collection – files arranged by collection and finding aids by name of collector; list of Manuscript Collections by name and call number. Recorded Sound Collection – unpublished recordings, pre-1969 LPs, cylinders and piano rolls by recording artist, collection and accession number; 78 rpm and 45 rpm discs by performer, composer, title, label, issue, matrix number and permutated title; early Berliner records by catalogue number of manufacturer; Dr. André and Pearl Ross Collection by language and recording personality. Printed Collection – (Sheet Music) manual catalogue by composer, title, publisher and date of publication. (Ephemera and Vertical Files) alphabetical card file to articles on Canadian music and musicians in Canadian periodicals; vertical files on Canadian music and musicians by name of subject, individual, or collectivity (cross-referenced); concert programs arranged by province, city, organization and date; photos of musical Canadiana arranged alphabetically by subject and/or by accession number; dated address file of Canadian music publishers to 1900. Correspondence – correspondence arranged chronologically within a subject.

Program Record Number: LAC DHC 085

National and International Bibliographic Projects

Description: Information on participation in national and international co-operative projects designed to foster the sharing of bibliographic information.

Topics: Canadian Institute for Historical Microreproductions; AMICUS (bibliographic database); co-operative projects for name and subject authorities; Anglo-American Cataloguing Rules; International Federation of Library Associations and Institutions (IFLA); Co-operative Online Serials (CONSER) program.

Program Record Number: LAC DHC 235

New Books Service

Description: A subset of Library and Archives Canada (LAC's) AMICUS database (a virtual collection) which includes bibliographic information for new titles published in Canada from information supplied to LAC by publishers in the Cataloguing in Publication (CIP) program.

Access: is provided by author name, title, International Standard Book Number (ISBN) number, etc., and cover art graphics, table of contents, sample text, author/ illustrator biographies, book reviews, publisher information are also included if available. Collection generally comprises approximately 10,000 titles.

Topics: All topics for titles published in Canada.

Format: Online.

Program Record Number: LAC DHC 190

On Order/In Process Database: AMICUS Database

Description: Machine-readable records for bibliographic, order, invoicing, receipt, selection and desiderata data relative to materials in all formats acquired for Library and Archives Canada collections by purchase, gift or exchange. Records are created, stored and managed on the AMICUS acquisitions subsystem. Contains 120,000 bibliographic and acquisitions records.

Topics: All disciplines.

Format: Online.

Program Record Number: LAC DHC 080

Preservation

Description: Information on topics of interest to canadian libraries concerning preservation of library materials and information relating to preservation activities at Library and Archives Canada.

Topics: Preservation and conservation of holdings.

Access: Files arranged by subject and organization.

Program Record Number: LAC DHC 175

Rare Book Collection

Description: Rare Canadiana monographs, periodicals, broadsides and pamphlets. Small collection of rare non-Canadiana.

Topics: All topics relating to Canada with strengths in early travels and voyages, Arctic explorations, history, early canadian printing, pre-confederation government publications, canadian livres d'artistes and press books.

Access: Through AMICUS (bibliographic database). Consultation in special collections reading room.

Program Record Number: LAC DHC 125

Research and Information Services Performance Measurement System (PMS – RIS)

Description: Database of Research and Information Services (RIS) collection management and client services statistics. Microcomputer-based on Supercalc. To provide statistics on RIS' collection management and client services for

monthly reports. Also used for the preparation of quarterly, semi-annual, annual and Main Estimates reports.
Topics: Collection information, management information, public services.
Format: Online.
Program Record Number: LAC DHC 155

Union Catalogue – Online
Description: A component of the online AMICUS database which contains bibliographic records with location and holdings information for serials and monographs, in all languages and subject areas, held in more than 1300 canadian libraries. In addition, bibliographic records with location and holdings information are included for computer files, maps, microforms, newspapers and works in special format (braille, large print, talking books, described videos, captioned videos) for persons who are print or hearing-impaired. Over 500 libraries currently report accessions. Contains 19,500,000 bibliographic records.
Topics: All disciplines.
Format: Online (for post-1980 records), in card catalogues, on site (for pre-1980 records). (See Union Catalogues – Manual, for pre-1980 records, available on site in card catalogues format).
Program Record Number: LAC DHC 095

Union Catalogues – Manual
Description: Information on the monograph and serial holdings of Canadian libraries; foreign and Canadian official publications are included. All formats of material are listed.
Topics: Holdings of Canadian libraries.
Access: Arranged by author.
Format: Card catalogue; after April 1980, in machine-readable databases. (See Union Catalogue – Online, for post-1980 records, available online).
Program Record Number: LAC DHC 090

Virtual Gramophone: Canadian Historical Sound Recordings
Description: Multimedia Web site devoted to the first half-century of recorded sound in Canada. The database contains information on and images of 78-rpm and cylinder recordings released in Canada, and foreign recordings featuring canadian artists or canadian compositions, as well as details on the 78s and cylinders in the Recorded Sound Collection at Library and Archives Canada. Biographies of prominent canadian performers, short histories of canadian record companies, background information on the recording technology of the time, and digital audio

reproductions of selected 78s are also included.
Note: Available on Library and Archives Canda's website.
Format: Online.
Program Record Number: LAC DHC 180

Government Information Management Office

Council of Federal Libraries Consortium
Description: Information on member libraries and commercial vendors and suppliers of library and information resources and services related to the Consortium's function of using its collective purchasing potential to realize cost savings for its members in the acquisition of goods and services.
Topics: Meetings – Consortium Advisory committee; elections of advisory committee members; agreements negotiated with vendors; library profiles; surveys on cost-savings and products; Electronic discussion list; e-book committee; website; marketing strategies.
Format: Online.
Program Record Number: LAC GIM 135

Council of Federal Libraries Secretariat
Description: Information on meetings, workshops, projects, publications of the Council of Federal Libraries and its action committees and working groups, and other activities related to its function of assisting the Librarian and Archivist of Canada in coordinating federal library services.
Topics: Meetings – council, steering committee; action committees and working groups; workshops – information management topics, copyright, fees for services, automation; elections of steering committee members; publishing plans and publications information series packages, newsletter, annual reports, Web Site, Electronic discussion list.
Format: Online.
Program Record Number: LAC GIM 010

General Operations
Description: Information on the records management function, and on the coordination of the services of the federal libraries.
Topics: Correspondence with the Minister, Treasury Board and other central agencies; publications; planning; evaluation and audit; operational training.
Program Record Number: LAC GIM 005

Management of Information Holdings
Description: Information relating to the management of recorded information by means of legislation, policies, standards and practices.

Topics: Include disposition schedules and guidelines.
Program Record Number: LAC GIM 175

Manitoba Region Federal Records Centre – Inquiries on: Personnel Information Files
Description: Personnel information collected during the course of former civilian employees' terms in the Federal Public Service.
Topics: Individuals' employment history with Federal departments; pension details (if available), as well as personal information.
Access: These files are arranged by locator number. Personnel records for former Civil servants are retained for eighty years dating from the individual's birth date, after which most of them are destroyed. A few selected personnel files of former Civil Servants dating from 1885 have been retained.
Program Record Number: LAC GIM 165

National Capital Region Federal Records Centre – Inquiries on: Personnel Information Files
Description: Personnel information collected during the course of former military employees' terms of employment in the Canadian Armed Forces.
Topics: Individuals' employment history with the military units with which he or she served; pension details (if available), as well as personal information.
Access: These files are arranged by locator number.
Program Record Number: LAC GIM 170

Regional Information Management Services – Inquiries on: Federal Records Centre Operations
Description: Information relating to the provision of safe and economical storage facilities for dormant and essential records, electronic media, personnel and personnel-related records of former civilian and military federal employees.
Topics: Reference services and research inquiries; organization of holdings; disposition schedules; reboxing of holdings for preservation.
Program Record Number: LAC GIM 155

Information Technology Services Sector

Advanced Help Desk
Description: List of all system and application incidents reported by users.
Topics: Administration, technical services.
Format: Online.
Program Record Number: LAC ITB 005

AMICUS
Description: Online database of bibliographic source files and holdings of Library and Archives Canada and other Canadian libraries.
Note: Added to link with changes in MARC (Machine Readable Cataloguing) Records Distribution Service below.
Topics: All disciplines.
Access: Free, Online selection and downloading of records available.
Format: Online.
Program Record Number: LAC ITB 010

AMICUS Client Services File
Description: Online database of names, addresses and other information describing libraries and other organizations with which Library and Archives Canada does business. Includes Interlibrary Loan (ILL) clients, Information Technology Branch (ITB) client base, acquisition, etc. Records for more than 50,000 organizations.
Topics: Client Information.
Format: Online.
Program Record Number: LAC ITB 015

Applications Management
Description: Information on the design and development of application systems including those using Web technology and their interfaces with protocol-based telecommunications support systems and on the negotiation and administration of contracts associated with system and interface development.
Topics: Development of application systems and production systems, information technology planning (high-level application architecture), digital library, web development, management, tools and technology, maintenance of Library and Archives Canada application architecture, interaction with data administration, systems development methodologies and standards, information technology assessment.
Program Record Number: LAC ITB 165

Client Services Management
Description: Information on user documentation, training, set-up, support and communications; coordinating access authorization and service administration for both internal and network system services; promoting Information Technology Branch services and programs and supporting end-user computing.
Topics: User liaison, assessment, documentation, training, federal library user-computing support service, promotion of Library and Archives Canada's (LAC's) services and programs,

services to LAC.
Program Record Number: LAC ITB 150

Departmental Telephone Directory
Description: Internal listing of organization (departmental) and personnel (alphabetical). Web-based at Government Telecommunications and Informatics Services (GTIS).
Topics: Administration, management information.
Format: Online.
Program Record Number: LAC ITB 025

Information Technology Management Services
Description: Information on formulating information technology policy and plans; documenting policy decisions, maintaining up-to-date planning documents, developing systems assurance procedures and monitoring their application with Information Technology Services.
Topics: Business and information technology planning, establishment of policies, standards and procedures in the area of information technology, systems assurance, development and maintenance of high level architectures.
Program Record Number: LAC ITB 145

Library and Archives Canada Logical Data Model / Conceptual Process Model
Description: Standardized description of all entities (data entities, tables, data elements, data relationships, entity relationships, diagrams, etc.). Microcomputer-based on Westmount Case Tool.
Topics: Administration, bibliographic services, clientele, products and marketing.
Format: Online, AMICUS.
Program Record Number: LAC ITB 030

Machine-Readable Cataloguing (MARC) Formats
Description: Information on the development of standard formats for machine-readable cataloguing information in Canada and other countries.
Topics: UNIMARC (IFLA), etc.
Program Record Number: LAC ITB 065

Maintenance of Information Technology (IT) Architecture and Standards
Description: Information on Information Technology (IT), the development of corporate data models, information architectures, and models for information processes; development and maintenance of data definitions.
Topics: Information Technology Architecture: Information and Application, Ditigal projects, technologies and systems development projects, systems management standards.
Program Record Number: LAC ITB 160

Systems and Telecommunications Support
Description: Information on the provision of computing and telecommunication environment to carry out the Information and Technology Branch's mandate. Information on the operation of systems developed or acquired for use within Library and Archives Canada; production control, product support, front-line troubleshooting and monitoring of systems performance; operation of telecommunications networks and directory systems; performance of database management and administration.
Topics: Capacity planning, systems and telecommunications architectures, proprietary software, technical change management and control, database administration, systems liaison, telecommunications support, batch systems control, tape library management, supplier liaison, computing equipment support, computer job performance monitoring and tuning, front-line troubleshooting for on-line systems, telecommunications and equipment support, inventory control of telecommunication circuits and equipment, inventory control of hardware and software, configuration management, informatics security, telecommunications directories, on-line system performance monitoring and tuning, task control and scheduling, troubleshooting batch system, on-line system troubleshooting, and quality control of production programs.
Program Record Number: LAC ITB 170

Telephone Directory
Description: Names and phone numbers of all Library and Archives Canada's staff.
Topics: Administration.
Format: Online.
Program Record Number: LAC ITB 175

Telephone Set / Line Configurations
Description: Log of telephone equipment / line systems layouts (layouts for call forward, call pick-up, call transfer, consultation hold, ring again, three-party conference, etc.). Microcomputer-based on EXCEL.
Topics: Administration, management information.
Format: Online.
Program Record Number: LAC ITB 035

Telephone Set / Line Inventory
Description: Departmental log of telephone equipment and line features (lists of directory numbers, locations, call forward, call pick-up, call transfer, hold, ring again, etc.). Microcomputer-based on MS-Access.

Topics: Administration, management information.
Format: Online.
Program Record Number: LAC ITB 040

Programs and Services Sector

Acquisition and Research – Portrait Gallery of Canada

Description: Information on the acquisition, the description and the organization of portraits in all media: painting, drawings, photography, sculpture, prints, medals and new technologies. Photographic documents (catalogue cards, slides, colour transparencies) organized for cataloguing and reference.
Topics: Negotiations and agreements with artists, photographers, donors, auction houses and dealers; bibliographical information on artists, photographers and sitters; inventories; research files; non-active acquisition files; appraisal information.
Access: These files are arranged by subject, donor, collection, individual accession and by name.
Program Record Number: LAC PS 015

Canadian Library Web Sites and Catalogues

Description: List of Canadian libraries that have an Internet homepage. Links are provided to Canadian library catalogues that are accessible on the Internet via telnet or a web search interface. Browse access is available by institution name, region and type of library.
Topics: Library and information science, Library catalogues.
Format: Internet.
Program Record Number: LAC PS 010

Canadian Reference Sources

Description: INMAGIC database used in the preparation of the publication Canadian reference sources: an annotated bibliography.
Topics: Reference services.
Format: Online.
Program Record Number: LAC PS 030

Client Database

Description: The Canadian Book Exchange Centre redistributes publications surplussed by Canadian libraries to other librairies in Canada. Client profiles in the database include a unique institution number, institution name, personal contact, mailing/shipping address, email address, telephone and fax number, distribution lists received by the client and status of client.
Topics: Library and Information Science, resource sharing.

Format: Online; Microsoft Access 2000.
Program Record Number: LAC PS 035

Interlibrary Loans

Description: Libraries may contact Library and Archives Canada (LAC) in order to borrow or locate a published item on behalf of a local client. LAC will lend its copy or provide a list of other libraries from which the item may be borrowed. LAC also assigns library symbols to Canadian libraries and maintains a directory of libraries in Canada, including address information, lending, photocopying and charging policies.
Format: Automated database. Data can be accessed internally only. See NAVIS for related information.
Program Record Number: LAC PS 135

Library and Archives Canada World Wide Web

Description: Library and Archives Canada (LAC) World Wide Web service provides hypertext, multimedia access to LAC's publications, descriptions of its fonds, collections collections and services, cultural events and exhibitions and to the Internet resources of Canadian libraries and governments and their organizations. LAC's web service also provides finding aids for Canadian and international Internet information sources (for example Canadian government information).
Topics: Library and information science, products and marketing, public programs, library initiatives, public services, resource sharing.
Format: Internet.
Program Record Number: LAC PS 005

Library and Documentation Services

Description: Reference and inquiries for information on the functions of the departmental library and its holdings.
Topics: Archival studies and records management publications; documentation on canadian art, films, and audiovisual heritage; journals of canadian and international historical associations; general inquiries from individuals, organizations and government institutions; cataloguing; copyright and copying requests; requests for access to Library and Archives Canada's holdings.
Program Record Number: LAC PS 140

Memorable Canadians

Description: Index of biographies located throughout Library and Archives Canada's website.
Access: Biographies are accessible through four indexes: name, field of endeavour, subject and resource.
Program Record Number: LAC PS 080

NAVIS
Description: Library and Archives Canada's (LAC's) automated interlibrary loan management system. Includes records of Interlibrary Loans (ILL) requests received by LAC, as well as addressing, messaging and ILL policy information for all libraries using its ILL services.
Topics: Interlibrary loan requests.
Format: Online.
Program Record Number: LAC PS 090

Newspapers – Finding Aids
Description: List consisting of newspapers stored offsite at Bentley, providing shelf location for each title and holdings. Microcomputer-based on MS WORD.
Topics: Newspapers, reference services.
Format: Online.
Program Record Number: LAC PS 095

Official Publications Reference Vertical File Subject Heading List
Description: Alphabetically arranged index of publications. Microcomputer-based on MS WORD.
Topics: Government publications.
Format: Online.
Program Record Number: LAC PS 100

Client Information
Description: This computerized data bank contains information on registered users of Library and Archives Canada. It includes the patron barcode number, patron name, affiliation, address, telephone number, research topic, expiration date of the user card and the number of the locker assigned to the patron, if applicable.
Topics: Public services, circulation, clientele.
Format: Online.
Program Record Number: LAC PS 105

Periodical Database
Description: Database of the periodical titles held by the Canadian Book Exchange Centre for redistribution to canadian libraries; includes title, place of publication, shelf location, subject and history of distribution.
Topics: All disciplines.
Format: Online; Microsoft Access 2000.
Program Record Number: LAC PS 120

Federal-Provincial-Territorial, National and International Liaison – Archives Sector
Description: Information on participation in various departmental, provincial, territorial, national and international committees and organizations.
Topics: Association of Canadian Archivists, Association des archivistes du Québec, Society of American Archivists; Royal Commonwealth Society; International Council on Archives Management Board, Advisory Committee on Records, Archives Committee for Pan-American Institute of Geography and History, National, Provincial and Territorial Archivists Conference, International Conference of the Round Table on Archives.
Program Record Number: LAC PS 045

Reference and Inquiries on Architectural/ Cartographic; Audio Visual; Documentary Art/ Photography; Textual Records
Description: Information relating to research requests on documents that include architectural/ cartographic, audio-visual, documentary art/ photography and textual records, responses to these requests and the conditions of access.
Topics: General research inquiries from private and public sourcesindividuals; organizations and government institutions; cataloguing; information on copyright, reproduction requests, information on access conditions to the documents.
Access: Conditions may vary according to the collections. Research projects are may be arranged by subject, year, individual/donors, organizations/institutions and government departments.
Program Record Number: LAC PS 050

Reference Query Log (Workflow)
Description: This database contains brief information on written research and information requests sent to the former National Library of Canada. It provides the patron's name, city, country and subject of search. This database was replaced by a new Query Management System (QMS) since February 2006. It will be kept for a few years in order to trace old requests if need be. Microcomputer-based on MS ACCESS.
Topics: Reference services.
Format: Online.
Program Record Number: LAC PS 130

Student Newspapers currently received by Library and Archives Canada
Description: List of canadian university and college newspapers, including holdings, located at Library and Archives Canada and elsewhere in Canada. Microcomputer-based on MS WORD.
Note: Available on Library and Archives Canada's website.
Topics: Newspapers, reference services.
Format: Online.
Program Record Number: LAC PS 165

Symbols and Interlibrary Loan Policies in Canada
Description: Contains addressing, messaging and Interlibrary Loans (ILL) policy information for all canadian libraries listed in NAVIS, Library and Archives Canada's automated interlibrary loan management system.
Topics: Library catalogues.
Format: Internet.
Program Record Number: LAC PS 170

Strategic Office

Aboriginal Resources and Services, Directory of Resources
Description: The Directory of Resources contains contact information for libraries, archives, cultural centres, educational institutions, associations, individuals and communities specializing in Aboriginal resources and services.
Topics: Aboriginal authors with biographical notes, publishers, media, newspapers and other sources of information.
Format: Online.
Program Record Number: LAC SO 020

Canadian Council of Archives (CCA)
Description: Library and Archives Canada provides contribution support annually to the Canadian Council of Archives and archival organizations across Canada. Information on minutes of meetings, agendas and terms of reference for the various committees of the Canadian Council of Archives.
Topics: Archival network, contributions.
Access: The Committee files are arranged by subject.
Format: Online.
Program Record Number: LAC SO 146

Canadian Initiative on Digital Libraries (CIDL)
Description: The Canadian Initiative on Digital Libraries (CIDL) is an alliance of Canadian libraries that recognize the growing importance of digital information. By collaborating, these libraries ensure better use of digital information and better service to their users.
Topics: General information on the initiative including minutes of Steering Committee and Subcommittee meetings: joint projects agreements; bylaws; background documents; website.
Format: Online.
Program Record Number: LAC SO 010

Council on Access to Information for Print-Disabled Canadians
Description: Information on meetings, workshops, projects of the Council on Access to Information for Print Disabled Canadians and other activities which help the Librarian and Archivist of Canada meet the federal disability agenda.
Topics: Meetings – Council, action committees and working groups; workshops, recommendations, newsletter, LAC website, electronic discussion list.
Format: Online.
Program Record Number: LAC SO 030

Federal-Provincial-Territorial, National and International Liaison – Library Sector
Description: Information on participation in various departmental, provincial, territorial, national and international committees and organizations.
Topics: Association of Research Libraries (ARL), Association pour l'avancement des sciences et des techniques de la documentation (ASTED), Canadian Association of Research Libraries (CARL), Canadian Commission for Unesco (United Nations Educational, Scientific and Cultural Organization), Sectoral Commission on Culture, Communication and Information, Canadian Library Association (CLA), Canadian Urban Libraries Council (CULC), Conference of Directors of National Libraries (CDNL), International Federation of Library Associations and Institutions (IFLA), National Core Library Statistics Program, Provincial and Territorial Library Directors Council (PTLDC), Shastri Indo-Canadian Institute, Library Programme Advisory Committee (LPAC).
Program Record Number: LAC SO 050

Inventory of Canadian Digital Initiatives
Description: Canadian information resources created for the Web. Includes project/resource names, participating organizations, general and technical descriptions, subject categories, contacts and other information.
Topics: Humanities, social sciences, science and applied science.
Format: Online.
Program Record Number: LAC SO 025

Library and Archives Canada Collections Inventory
Description: Spreadsheet in MS Excel describing and reporting on Library and Archives Canada's (LAC's) collections which is stored on LAC's network. The inventory includes information on the physical location and the size of the collection, and on the catalogues and records that provide access.

It also provides data on collection growth and assists in collection management.
Topics: Collection information, management information.
Format: Spreadsheet.
Program Record Number: LAC SO 015

National Archival Development Program (NADP)
Description: Through the National Archival Development Program, Library and Archives Canada provides financial assistance to Canadian archives and related organizations to increase their capacity to preserve archival materials about Canada and Canadians and make them easier to access. Information about the program and its management.
Topics: Archival network, contributions.
Access: The Committee files are arranged by subject.
Program Record Number: LAC SO 035

Portal on Multicultural and Multilingual Resources
Description: The gateway offers resources for information service providers who work with diverse communities, as well as entry points for new Canadians, educators, students, and researchers.
Topics: Lists of ethnic newspapers, genealogical resources, Web projects, cultural findings aids, thematic guides, educational resources, special collections and reports.
Format: Online.
Program Record Number: LAC SO 040

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Proactive Disclosure

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks

Acquisition Records
Description: Contains research on potential archival acquisitions and correspondence with potential sources.
Class of Individuals: Individuals who have corresponded with Library and Archives Canada concerning potential acquisitions.
Purpose: To develop acquisition priorities and values, to authenticate acquisitions and to trace archival collections.
Consistent Uses: The information is used to document provenance of archival donations and transfer of legal ownership of archival collections, to establish authority for restrictions on public use and copyright protection of donations, and to identify long terms trends in purchase prices of documentary heritage material and document.
Retention and Disposal Standards: All of this information will be retained by Library and Archives Canada for archival purposes. A disposal date will be determined by 2006.
RDA Number: 2001/027
Related PR#: LAC DHC 015

TBS Registration: 000549
Bank Number: LAC PPU 025

Client Information
Description: This computerized data bank contains information on individuals who wish to use Library and Archives Canada's research facilities, collections and services. It includes the client barcode number, client name, affiliation, address, telephone number, research topic, LAC user card number and expiration date, and the number of the locker or study room assigned to the patron, if applicable.
Class of Individuals: Individuals whose research requires the use of the facilities, collections and services of LAC.
Purpose: The bank was established to identify users of LAC, collections and services, to prepare user cards.
Consistent Uses: To profile users of LAC, to identify research topics, to analyse trends in information needs and to control the circulation of material. Clients require a LAC barcode number to access the collections and on-site services.
Retention and Disposal Standards: All patron records since 1995 are permanently retained.
RDA Number: 2001/006
Related PR#: LAC PS 105
TBS Registration: 002278
Bank Number: LAC PPU 010

Conservation Training
Description: This bank contains personal data including course applications and evaluations, social insurance numbers (until replaced by an alternative personal identifier), and correspondence related to the participation of students, federal, provincial and municipal government employees in conservation training offered by Library and Archives Canada.
Class of Individuals: Students and federal, provincial and municipal government employees.
Purpose: The purpose of this bank is to provide documentation for the administration of conservation training offered by Library and Archives Canada. It is also used to approve and register the participation of individuals.
Consistent Uses: To report on care of collection knowledge dissemination activities.
Retention and Disposal Standards: Files are retained for five years from the date of the end of the course and are then destroyed.
RDA Number: 2001/027
Related PR#: LAC GIM 005
TBS Registration: 002339
Bank Number: LAC PPU 060

Financial Administration Records
Description: Contains correspondence, pay and insurance information, equipment and materials information, training and travel information and personal services contracts.
Class of Individuals: Individuals doing financial business with Library and Archives Canada.
Purpose: To provide information about financial transactions pertaining to all activities of Library and Archives Canada.
Consistent Uses: To administer training and travel functions and gather statistics as required, to issue travel advances and claims for employees; to determine terms of payment to contractors, contract extensions or renewals, for forecasting and to make other decisions pertaining to contracts; to issue taxable benefits statements to contractors for Income Tax purposes; collection for statistical purposes, to comply with reporting requirements by central agencies.
Retention and Disposal Standards: Six years and then destroyed.
RDA Number: 99/004
Related PR#: LAC PRN 914
TBS Registration: 000545
Bank Number: LAC PPU 005

Friends of Library and Archives Canada
Description: This bank contains information on donations and requests for public donations in search of support and promotion of the programs and activities which heighten awareness of Library and Archives Canada.
Class of Individuals: General public.
Purpose: To maintain a mailing list of donors.
Retention and Disposal Standards: Records are retained for 6 fiscal years and then destroyed.
RDA Number: 2001/027
Related PR#: LAC COM 025
TBS Registration: 003779
Bank Number: LAC PPU 022

Gifts and Major Acquisitions Database
Description: Contains current and retrospective (to 1975) information about major acquisitions of published materials bought and gifts received by Library and Archives Canada. Information includes name and contact information (telephone number, e-mail, address). Database is organized by fiscal year then by a sequential number for each gift. Includes brief description of gift, its nature/type, monetary value and actions taken.
Note: Gift agreements are sent to the Canada Customs and Revenue Agency for taxation purposes. These specify the nature of the gift,

the monetary value, and donor contact and identification information.
Class of Individuals: Donors to LAC.
Purpose: The database provides LAC staff with information about donors, gifts, monetary values, in order to evaluate and manage future gifts and to respond to questions from the Canada Customs and Revenue Agency.
Consistent Uses: To produce statistics on gifts.
Retention and Disposal Standards: Information on gifts is retained for the period equivalent to the life of the gift.
RDA Number: Authority Pending
Related PR#: LAC DHC 030
TBS Registration: 004478
Bank Number: LAC PPU 060

Online Search Request
Description: This bank contains files of online search request forms completed for queries which have required computerized database searching on a particular subject. It provides client's name and affiliation, mailing address, telephone number and details of topic(s) searched. Service charges are also indicated.
Class of Individuals: Libraries or individuals whose research requires the use of the online facilities of Library and Archives Canada.
Purpose: To retain a profile of our clients' online subject requirements.
Consistent Uses: To enable staff to retrieve information about previous requests.
Retention and Disposal Standards: Records are kept for five years and then they are destroyed.
RDA Number: 2001/006
Related PR#: LAC PS 130
TBS Registration: 003512
Bank Number: LAC PPU 005

Reference Enquiries
Description: This bank contains requests for reference information received either in person, by telephone, or through regular and electronic mail. It provides client's name, telephone number, affiliation, specific inquiry and the response. Address/e-mail/fax are also noted, as required.
Class of Individuals: Libraries and researchers.
Purpose: To maintain a record of reference requests received by the Library and Archives Canada's Research and Information Services to conduct surveys as needed.
Consistent Uses: To compile statistics.
Retention and Disposal Standards: Forms are kept for one year and then destroyed.
RDA Number: 2001/006
Related PR#: LAC PS 105

TBS Registration: 002279
Bank Number: LAC PPU 015

Reference Query Log (WORKFLOW)
Description: This database contains brief information on written and online search requests. It provides the client's name, city, country and subject of search.
Class of Individuals: Libraries and clients.
Purpose: WORKFLOW is used to compile monthly statistics and monitor/control response time.
Consistent Uses: WORKFLOW is also used to trace either the original written request and answer provided or the complete information on the online search request form.
Retention and Disposal Standards: Database records are kept for ten years and then entries are deleted.
RDA Number: 2001/006
Related PR#: LAC PS 130
TBS Registration: 003186
Bank Number: LAC PPU 020

Request from Federal Investigative Bodies
Description: This bank contains copies of written requests for disclosure of personal information submitted to Library and Archives Canada, pursuant to paragraph 8(2) of the Privacy Act, by federal investigative bodies listed in Schedule II of the Privacy Regulations. It also contains the responses and replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of requests.
Class of Individuals: Individuals who have had personal information about themselves disclosed to authorized federal investigative bodies.
Purpose: To record disclosures of personal information and to report to the Privacy Commissioner on these requests.
Consistent Uses: None
Retention and Disposal Standards: The information is retained for two years after resolution and then destroyed.
RDA Number: 98/001
Related PR#: LAC PRN 930
TBS Registration: 000552
Bank Number: LAC PPU 040

Research and Photocopy Applications
Description: This bank contains information on individuals who wish to use the Library and Archives Canada's research facilities, collections and services. It includes the patron's barcode number, patron name, affiliation, address, telephone number, research topic, Library and Archives Canada user card number and

expiration date.

Class of Individuals: Individuals whose research requires the use of the facilities, collections and services of Library and Archives Canada.

Purpose: The bank was established to identify users of Library and Archives Canada research facilities, collections and services, to prepare user cards, survey research use, compile statistics, create mailing lists and trace archival documents.

Consistent Uses: To enable staff to prepare user cards; to enable the coordinated transportation of items loaned to an individual; to enable LAC to contact the user in case of problems with retrieval requests. For photocopy orders of archival material, the researchers name, the date of the request and the identification of the material copied may be made available to the author of the work, the owner of copyright or their representative, on request in writing, according to the requirements of section 30.21(5) of the Copyright Act.

Retention and Disposal Standards: Retained for five years and then destroyed.

RDA Number: 2001/027
Related PR#: LAC PS 105
TBS Registration: 000550
Bank Number: LAC PPU 030

Research Inquiries

Description: Contains requests for research or information received either in person, by telephone, by fax or through regular and electronic mail. It contains client's name, telephone number, fax number, affiliation, address, specific inquiry and the response. Address/fax are also noted, as required.

Class of Individuals: Individuals or organizations whose research requires the use of Library and Archives Canada research facilities, collections and services.

Purpose: To verify requests for information or financial charges, survey research use and opinion, and to provide additional research information when appropriate.

Consistent Uses: To enable staff to send information by the most appropriate means; to easily identify and track any potential duplicate or related inquiries sent by different individuals of a single institution; and to capture enough information onour users to be able to compile accurate statistics, allowing the LAC to continually monitor and adapt to our clients changing needs.

Retention and Disposal Standards: Inquiries are destroyed after five years; some of this information will be retained by Library and Archives Canada for archival purposes.

RDA Number: 2001/027
Related PR#: LAC PS 050
TBS Registration: 000551
Bank Number: LAC PPU 035

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Hospitality

Internal Disclosure of Wrong Doing in the Work-Place

Personnel Security Screening

Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes

Travel

Manuals

- AACR2 (Anglo-American Cataloguing Rules, 2nd revised edition)

- Access to Information, Privacy and Personnel Records Procedures Manual

- AMICUS Cataloguing – Help

- AMICUS Search – Help

- AMICUS Web – Help

- Cartographic Material, 2nd edition

- Collection Development Policy of the National Library of Canada

- Computerized Information Service Manual

- Corporate Archival Control Manual

- Desk and Telephone Procedures Manual

- Documentary Art and Photography Division Cataloguing Standards

- Documentary Art and Photography Division Descriptive and Subject Cataloguing

- Government Archives Division Procedure Manual

- Guidelines for reporting Machine-Readable Accessions (MARA) to the National Union Catalogue
- Interlibrary Loans (ILL) Basic Search Manual
- Interlibrary Loans (ILL) In-depth Search Manual
- Information Classification and Designation Guide
- Interlibrary Loan Services of the National Library of Canada
- International Standard Book Number (ISBN) User's Manual
- International Standard Music Number (ISMN) User's Manual
- International Standard Serial Number (ISSN) Manual
- Library and Archives Canada Rule Interpretations
- Library of Congress Classification Schedules
- Library of Congress Subject Headings
- Manuscript Division Procedures Manual
- Machine-Readable Cataloguing (MARC) 21 Format for Authority Data
- Machine-Readable Cataloguing (MARC) 21 Format for Bibliographic Data
- National Library of Canada Rule Interpretation
- National Library of Canada (NLC) Subject Cataloguing Manual
- Official publications manual
- Periodicals Section Manual
- Records Management File Classification Manual
- Records Management: Organization and Procedures
- Répertoire de vedettes-matières (French only)
- Serials Records Section
- Statistics Manual
- Symbols and Interlibrary Loan Policies in Canada
- Systems Assurance Manual
- Written Reference Request Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Access to Information, Privacy and Personnel Records Division

Library and Archives Canada
395 Wellington Street
Ottawa, Ontario K1A 0N4

Telephone: 613-996-5115 or
1-866-578-7777 (toll free in Canada and in the United States)

Email: atipd@archives.ca

Events and exhibitions
395 Wellington Street
Ottawa, Ontario K1A 0N4

Telephone: 613-996-5115 or
1-866-578-7777

Subscription and Distribution
Weekdays from 9:00 am to 4:00 pm

Telephone: 613-996-1473
Facsimile: 613-991-9871
TTY: 613-992-6969

Public Programming Information
Weekdays from 9:00 am to 4:00 pm

Telephone: 613-996-5115
Facsimile: 613-947-2706
TTY: 613-992-6969 or 1-866-299-1699

Reading Room

National Capital Region
395 Wellington Street, 3rd floor
Ottawa, Ontario
Weekdays from 8:00 am to 11:00 pm

Reference Services
Weekdays from 8:30 am to 5:00 pm

Telephone: 613-996-5115 or
1-866-578-7777
Facsimile: 613-943-1112
TTY: 613-992-6969 or 1-866-299-1699
Email: reference@lac-bac.gc.ca

Mackenzie Valley Environmental Impact Review Board

Chapter 95

The annual update for this institution was not received for inclusion in the 2006-2007 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

General Information

Background

The Mackenzie Valley Environmental Impact Review Board is created by the Mackenzie Valley Resource Management Act (MVRMA) as an independent board separate from government. This Act came into force on December 28, 1998.

Responsibilities

The MVRMA sets up this Board as the main body to undertake environmental assessments and environmental impact reviews in the Mackenzie Valley.

Legislation

- Mackenzie Valley Resource Management Act (Part V)
- Exemption List Regulations
- Preliminary Screening List Regulations

Organization

The Board is made up of seven individuals appointed by the Minister of Indian Affairs and Northern Development. These are part-time Board members and are supported by a staff of eight.

Information Holdings

Program Records

Board Records of Decision
Description: Public Registry – this contains correspondence and information from government departments; correspondence and information generated by Board staff; correspondence and information from companies undergoing environmental assessment. The public registry information is open to the public.
Program Record Number: MVEIR BRD 005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standards Records and a description of their contents.

Administration and Management Records

Manuals

- Operations and Administration Manual
- Interim Guidelines: Environmental Impact Assessment in the Mackenzie Valley

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Mackenzie Valley Environmental Impact Review Board under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the Mackenzie Valley Environmental Impact Review Board.

Mackenzie Valley Environmental
Impact Review Board
Box 938
Yellowknife, Northwest Territories X1A 2N7

Telephone: 1-867-766-7050
Facsimile: 1-867-766-7074
E-mail: board@mveirb.nt.ca
Internet: www.mveirb.nt.ca

Mackenzie Valley Land and Water Board

Chapter 96

General Information

Background

The Mackenzie Valley Land and Water Board is a regulatory authority that has its origins from the land claim process in the Mackenzie Valley Settlement Area of the Northwest Territories and the Mackenzie Valley Resource Management Act. The Mackenzie is defined by the area bounded in the north by the Inuvialuit Settlement Region, the east by Nunavut, in the west by the Yukon and in the south by NWT border, excluding Wood Buffalo National Park.

Responsibilities

The Mackenzie Valley Resource Management Act (MVRMA) was proclaimed December 22, 1998, with the exception of Part 4. Part 4 was proclaimed on March 31, 2000. The Act empowers the Mackenzie Valley Land and Water Board to regulate the use of land and water and the deposition of waste by issuing, amending, renewing and suspending land use permits and water licences in areas of the Mackenzie Valley outside settled land claim areas; to deal with transboundary applications for land use permits or water licenses and to ensure a consistent application of the Act within the Mackenzie Valley. This authority extends to all crown, and private lands and all water. The MVRMA prescribes the Mackenzie Valley Land Use Regulations, the Northwest Territories Water Act/Regulations as the principal regulatory instruments for the Board to utilize.

Legislation

- Exemption List Regulations

- Gwich'in and Sahtu comprehensive Lands Claims Agreement Act.

- Mackenzie Valley Resource Management Act

- Mackenzie Valley Land Use Regulations

- NWT Waters Act

- Northern Inland Waters Regulations

- Preliminary Screening Requirement Regulations

- Regulations Amending the Territorial Land Use Regulations

Organization

The Board is composed of 17 members including, apart from the chairperson, all members of the Sahtu Land and Water Board, all members of the Gwich'in Land and Water Board, three members appointed on the nomination of the First Nations in the areas outside settled land claim areas in the Mackenzie Valley, one member appointed on the nomination of the GNWT and two members appointed on the nomination of the Federal Government.

The Mackenzie Valley Land and Water Board's office is located in Yellowknife with an Executive Director, and a staff of 14.

Information Holdings

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Budgets

Classification of Positions

Electronic Network Monitoring Log

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Information Technology Services

Internal Disclosure of Wrong Doing in the Work-Place

Office Applicances

Pensions and Insurance

Personnel

Physical Security

Procurment

Relocation

Salaries and Wages

Training and Development

Travel

Vehicles

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Electronic Network Monitoring Logs

Internal Disclosure of Wrong Doing in the Work-Place

Personnel Security Screening

Relocation

Travel

Manuals

- Changes to Land use Permits: Guide to Amendmends, Assignments, Discountinuances, Extensions and Storage Authorizations

- Guide to Completing an Application to Assign a Land Use Permit

- Guide to Completing an Application to Assign a Water Licence

- Guide to the Mackenzie Valley Land and Water Board

- Guide to Land Use Applications to the Mackenzie Valley Land and Water Board

- Guide to Water Use Applications to the Mackenzie Valley Land and Water Board

- Guidelines for Public Consultation (Draft)

- Public Involvement Guidelines for Permit and Licence Applicants to the Mackenzie Valley and Water Board

- Information Requirements for a Development Application to the Mackenzie Valley Land and Water Board (Draft)

- Rules for Public Hearings Mackenzie Valley Land and Water Board (Draft)

Additional Information

See the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

You may contact the Manager, Finance and Administration at the Mackenzie Valley Land and Water Board by one of the following means:

4910 50th Avenue, 7th Floor
P.O. Box 2130
Yellowknife, Northwest Territories X1A 2P6

Telephone: 867-669-0506
Facsimile: 867-873-6610
E-mail: wanda@mvlwb.com
Internet: www.mvlwb.com

Reading Room

In accordance with the Mackenzie Valley Land Use Regulations, an area on the premises of this institution has been designated as a Public Registry reading area. Its address is:

YK Centre
4910 50th Avenue, 7th Floor
Yellowknife, Northwest Territories

Marine Atlantic

Chapter 97

General Information

Background

Marine Atlantic is a Canadian Federal Crown Corporation that provides a vital marine transportation link across the Cabot Strait between Newfoundland and Labrador and mainland Canada. This service is provided in compliance with the constitutional agreement between the Province of Newfoundland and Labrador and the Government of Canada, as well as the Marine Atlantic Inc. Acquisition Authorization Act, 1986.

Responsibilities

The company operates two ferry routes. A year-round ferry service is operated on the 96 nautical mile route between Port aux Basques, Newfoundland and Labrador and North Sydney, Nova Scotia. During the summer, the company operates a 280 nautical mile route between Argentia, Newfoundland and Labrador and North Sydney, Nova Scotia.

Legislation

- Marine Atlantic Inc. Acquisition Authorization Act, 1986

Information Holdings

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Administration

Administration and Management Services

Classification of Positions

Employment and Staffing

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Physical Security

Salaries and Wages

Staff Relations

Training and Development

Travel

Vehicles

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Electronic Network Monitoring Logs

Internal Disclosure of Wrong Doing in the Work-Place

Personnel Security Screening

Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Roger Flood
Access to Information and Privacy Coordinator
Baine Johnston Centre
10 Fort William Place, Suite 802
St. John's, Newfoundland and Labrador
A1C 1K4

Telephone: 709-772-8957
Facsimile: 709-772-8956
Email: rflood@marine-atlantic.ca

Reading Room

In accordance with the Access to Information Act,
Marine Atlantic has designated a reading room
located at:

Baine Johnston Centre
10 Fort William Place, Suite 802
St. John's, Newfoundland and Labrador
A1C 1K4

Military Police Complaints Commission

Chapter 98

General Information

Background

In response to two Supreme Court of Canada rulings and to the reports from the Special Advisory Group on Military Justice and Investigation Services and the Commission of Inquiry into the Deployment of Canadian Forces to Somalia, the Minister of National Defence introduced legislation in the House of Commons to substantially modify the National Defence Act. These changes reflected the need to separate, on an institutional basis, the system's investigative, defence, prosecutorial and judicial functions. In addition, it clarified the roles and responsibilities of the principal players in the military justice system as well as the charge-laying functions of the military police and the authorities of police units.

Responsibilities

The Military Police Complaints Commission is a civilian oversight body external to, autonomous and independent of, the Department of National Defence and the Canadian Forces. The Commission carries out quasi-judicial functions pursuant to the powers conferred by the National Defence Act. This Act includes several provisions allowing the Commission exclusive jurisdiction to closely monitor the way in which the Canadian Forces Provost Marshal deals with conduct complaints. A complainant who is not satisfied with the handling of a complaint by the Provost Marshal may ask that the Commission review the complaint. The Commission has sole responsibility for dealing with complaints of interference in military police investigations.

In the public interest the Commission Chairman may remove a conduct complaint from the jurisdiction of the Provost Marshal, request that the Commission investigate and, if warranted, hold a hearing into the conduct complaint or an interference complaint.

Following a review, investigation or hearing, the Commission Chairman formulates recommendations in relation to the conduct of those who are subjects of the complaint. These recommendations are intended first and foremost to rectify the situations leading to complaints in order to prevent their recurrence. Should the reviewing authority to these recommendations (as mentioned in section 250.51 of the National Defence Act) choose either to take no action or take actions different from those recommended, the reviewing authority must justify such decisions. A final report is then prepared and submitted by the Chairman.

The Commission fulfills its mandate by rendering the handling of complaints concerning the military police more transparent and accessible.

Legislation

- National Defence Act, Part IV "Complaints about or by Military Police", R.S.C. 1985, c. N-5, Part IV.

- Complaints about the Conduct of Members of the Military Police Regulations, P.C. 1999-2065 (not published).

- Military Police Professional Code of Conduct, SOR/2000-14.

Organization

The Commission consists of a Chairman and not more than six other members to be appointed by the Governor in Council. The Chairman is the Chief Executive Officer of the Commission and has supervision over and direction of the work of the Commission staff. The senior staff of the Commission consists of a General Counsel and Secretary, a Chief of Staff and Special Advisor to the Chairman.

Military personnel and civilian employees of the Department of National Defence are not eligible to be members of the Commission.

Information Holdings

Program Records

Legal Services

Legal Matters
Description: Administration of legal matters and legal opinions.
Topics: Legal Opinions.
Access: By subject / theme.

Format: Electronic and paper files.
Program Record Number: MPCC LEG 005

Access to Information and Privacy

Description: Policy and guidelines on Access to Information and Privacy, and statistical and non-personal information provided by requesters in their access requests.
Topics: Annual Report to Parliament; Delegation of Authority; Info Source; Training.
Access: By subject.
Format: Electronic and paper files.
Program Record Number: MPCC LEG 010

Communications

Corporate Communications

Description: Activity reports; internal and external memoranda and communiqués; news releases and published material; management of the Commission's Web Site; communications plans, action plans and scenarios.
Topics: Biographies; Communications Strategy Plan; Federal Identity Program (FIP); Translation and Editorial Services; Public Relations.
Access: By subject.
Format: Electronic and paper files, printed material.
Program Record Number: MPCC COM 025

Corporate Services

Management Data

Description: Development and management of the overall corporate services to the Complaints Commission, including procurement of goods & services, asset management, resource management, human resources, information management and information technology, corporate planning cycle, facilities management, security and occupational health and safety. Computerized information systems of a financial, personnel, administration and operational performance measurement nature.
Topics: Common Distributed Financial System (CDFS); Human Resources Information System (HRIS); Automated Material Management Information System (AMMIS), Records Manager.
Access: By subject or account name/number within each system.
Format: Electronic and paper files and electronic databases.
Program Record Number: MPCC CS 030

Security

Description: Policies, procedures and correspondence on the implementation and administration of the Commission's security program, including personnel, installations and information security.
Topics: Access and ID Cards; Physical Security; Security Awareness; Threat and Risk Assessment; Security Clearances and Reliability Checks.
Access: By subject.
Format: Electronic and paper files.
Program Record Number: MPCC CS 035

Operations

Complaints Review and Investigations

Description: Correspondence on the complaint handling process of the Commission.
Topics: Complaint Route Charts.
Access: By chart.
Format: Electronic and paper files.
Program Record Number: MPCC OPS 040

Reports

Description: Preparation of interim and final reports of the Chairman on reviews, investigations or hearings.
Topics: Individual interim reports; Individual final reports.
Access: By report title.
Format: Electronic and paper files.
Program Record Number: MPCC OPS 045

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Proactive Disclosure

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Particular Personal Information Banks

Legal Services
Access to Information Requests
Description: Requests submitted by individuals wishing access to the Commission's program records, the responses to such requests and information related to their processing.
Class of Individuals: Applicants under the Access to Information Act.
Purpose: To provide a complete record of request activity pertaining to the Access to Information Act and report on the number of requests received annually.
Consistent Uses: The information is used to respond to requests under the Access to Information Act.
Retention and Disposal Standards: Files are retained for two years after last administrative action then destroyed.
RDA Number: 2004/013
Related PR#: MPCC LEG 010
TBS Registration: 005240
Bank Number: MPCC PPU 015

Privacy Requests
Description: Access requests and correction and annotation request forms submitted by individuals wishing access to and correction or notation of their files, the responses to such requests and information related to their processing.
Class of Individuals: Applicants under the Privacy Act.
Purpose: To provide a complete record of request activity pertaining to the Privacy Act and report on the number of requests received annually.
Consistent Uses: The information is used to respond to requests under the Privacy Act.
Retention and Disposal Standard: Files are retained for two years after last Administrative action then destroyed.
RDA Number: 2004/013
Related PR#: MPCC LEG 010

TBS Registration: 005241
Bank Number: MPCC PPU 020

Operations

Complaints Review and Investigation of Cases
Description: Records on complaints and requests for review received by the Military Police Complaints Commission from the public and personnel of the Canadian Forces or National Defence concerning the conduct of members of the Military Police or interference in Military Police investigations. These records include letters from individuals, correspondence with complainants, subjects of complaints and witnesses familiar with the complaint and other facts relevant to an investigation.
Class of Individuals: Complainants, members of the Military Police, witnesses and other parties to the complaint.
Purpose: To record, inquire into and follow up on complaints regarding the conduct of members of the Military Police or regarding interference in Military Police investigations.
Consistent Uses: The information is used by the Commission to fulfill its mandate under part IV of the National Defence Act, "Complaints about or by Military Police".
Retention and Disposal Standards: All Complaints and Review files are retained for twenty years then destroyed.
RDA Number: 2004/013
Related PR#: MPCC OPS 040
TBS Registration: 005242
Bank Number: MPCC PPU 050

Military Police Complaints Case Management System
Description: The Military Police Complaints Commission maintains a case management system to keep track of information about active cases and to generate reports on cases whether active or inactive. Each case is allocated a number, and the reporting allows users to have an overview of all cases and to make comparisons with specific cases.
Class of Individuals: Complainants, members of the Military Police, witnesses and other parties to the complaint.
Purpose: To record complaints regarding the conduct of members of the Military Police or regarding interference in Military Police investigations.
Consistent Uses: The information is used by the Commission to fulfill its mandate under Part IV of the National Defence Act, "Complaints about or by

Military Police".

Retention and Disposal Standards: Data of the Case management System is retained for twenty years then deleted.
RDA Number: 2004/013
Related PR#: MPCC OPS 040
TBS Registration: 005243
Bank Number: MPCC PPU 055

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Personnel Security Screening

Travel

Classes of Personal Information

Communications

Distribution mailing lists both on paper and computer disks, which include individuals, groups and media, who receive various publications from the Commission. This information is not retrievable by personal identifier.

Manuals

- Guide Governing Public Interest Investigations Conducted by the Military Police Complaints Commission Pursuant to Section 250.38 of the National Defence Act

- Subject Records Classification Manual (IMT)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Commission and its various activities may be directed to:

Communications Officer
270 Albert Street, 10th Floor
Ottawa, Ontario K1P 5G8

Telephone: 613-947-5668
Facsimile: 613-947-5713

Requests for information under the Access to Information Act or the Privacy Act should be directed to:

Access to Information and Privacy Coordinator
270 Albert Street, 10th Floor
Ottawa, Ontario K1P 5G8

Telephone: 613-947-5750
Facsimile: 613-947-5713

Reading Room

In accordance with the Access to Information Act, an office has been designated as a public reading room. This room is situated at:

270 Albert Street, 10th Floor
Ottawa, Ontario

Montreal Port Authority

Chapter 99

General Information

Background

On March 1, 1999, pursuant to the new Canada Marine Act, the name and status of the Montreal Port Corporation were changed to the Montreal Port Authority (MPA). The transition from the Montreal Port Corporation is facilitated by the fact that the enterprise has already been operating in a commercial, efficient and profitable manner since at least its founding as a local port corporation in 1983 in accordance with the Canada Port Authorities Act, which had replaced the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the Harbour Commissions Act of 1964.

Responsibilities

The MPA builds and maintains infrastructures leased to private stevedoring companies. It also directly operates a grain terminal, a passenger terminal and its own railway network with more than 100 kilometres of track providing transcontinental railways with direct access to almost every berth.

The MPA's mandate essentially is to facilitate domestic and international trade and thus contribute to the achievement of local, regional and national socio-economic objectives. Within its mandate and in respect of the environment, the MPA is committed to provide highly efficient facilities and services to its clients and increase and promote the competitive advantages of the Port of Montreal.

Legislation

• Canada Marine Act, 1999

Organization

The three levels of government each name an individual to the MPA Board of Directors. The federal transport minister, on the recommendation of the port users, nominates four other directors. All members of the MPA Board of Directors are from the Montreal area.

President and Chief Executive Officer

Defines the broad orientations of the enterprise, manages the objective and strategy setting exercise for the various Vice-Presidents; ensures that objectives are achieved and that the MPA's mission and mandate are respected and reports to the Board of Directors.

Vice-President, Legal Affairs and Secretary

Acts as corporate secretary for Executive Committee and Board of Director meetings; provides advice to Port's management on legal questions; takes charge of and monitors all legal files for the Port.

Vice-President, Marketing and Development

Maintains good relations with the maritime industry and business community with a view to knowing and satisfying current and future clientele; participates in the development of the enterprise's broad orientations and contributes to the achievement of its objectives.

Commercial Affairs

Plans and organizes promotional and marketing activities; gathers information of a strategic nature.

Communications

Creates and maintains excellent relations between the MPA and its stakeholders using various communication tools; supports marketing effort; provides advice to management about public affairs matters, communication and promotion strategies.

Economic Research and Analysis

Carries out various economic studies and cost analyses; monitors traffic, market trends and government bills; prepares traffic forecasts and co-ordinates in preparation of corporate plan; prepares annual rate file and analyses industry demands with respect to rates.

Vice-President, Operations and Harbour Master

Ensures that ships have secure access to wharves at all times; facilitates on and off loading of merchandise; carries out improvements and ensures that infrastructures are maintained;

operates port rail network, grain terminal and passenger terminal; manages stores inventories; monitors environmental compliance and the security of individuals and property located on the premises.

Operations

Ensures ship access to port at all times; manages port rail network and links transcontinental rail lines to the terminals.

Security and Fire Prevention

Ensures safety of port operations; ensures compliance with laws and regulations within the boundaries of the port; coordinates security and fire prevention activities; coordinates and plans security measures on the port territory.

Grain Terminal

Operates grain terminal and responds to domestic and international grain business requirements; preserves the quality of grain handled and stored at our facilities; develops new markets.

Technical Services

Plans, co-ordinates, manages and controls engineering and maintenance activities and projects so as to maintain and develop adequate port facilities that respond to established guidelines and environmental norms in order to optimize the return on MPA investments.

Vice-President, Administration and Human Resources

Ensures MPA financial self-sufficiency by putting in place policies, procedures and administrative and financial controls; plans infrastructure improvements; directs all property-leasing activities; co-ordinates business process reengineering activities and provides support to managers in reviewing their ways of doing things; optimizes information technology efficiency; maximizes efficiency of human resources by providing managers with the necessary human resource management tools and by ensuring that the work environment is conducive to individual professional development.

Financial Services

Produces financial information; ensures accuracy of accounting records; co-ordinates budget preparation and follow-up activities; ensures that assets are safeguarded by taking inventories and by maintaining appropriate work methods; provides

support for activities with appropriate internal controls; conducts financial analysis of special and investment projects.

Procurement

Assesses and manages insurance portfolio; responsible for the purchase of materials, supplies, equipment and services.

Information Technology

Plans, co-ordinates, manages and controls the MPA's management information systems and telecommunications activities; determines technological orientations; provides support required for maximizing these activities; manages filing systems, archives, messenger, receiving and reproduction.

Property Service

Prepares the property master plan for all real estate assets, oversees the planning and development of port terminals and facilities, manages the various steps for land purchases and sales, negotiates and/or manages contracts with current or potential tenants.

Human Resources

Negotiates and manages collective agreements; develops partnership with employees and their union representatives making it possible to achieve, within a harmonious, open and collaborative atmosphere, the objectives of the MPA; co-ordinates preventive and training activities with respect to health and safety in the workplace so that the MPA can provide all its employees with a work environment in which physical safety is assured at the lowest possible cost; structures personnel training and development in such a way as to meet the organization's needs and satisfy individual aspirations; ensures that human resource policies and programs as well as communications with employees contribute to the achievement of the organization's objectives.

Information Holdings

Program Records

General Management & Legal Affairs and Secretariat
Description: The Canada Marine Act establishes a new environment and a new way of doing business for Canada's major ports. As a Canada

Port Authority (CPA), the enterprise has the necessary tools to conduct its business affairs in a commercial, efficient and timely manner. No longer a part of the Canada Ports Corporation, it has much greater autonomy and flexibility to operate according to business principles and to make investment decisions to the port's overall benefit.
Topics: Laws and regulations, associations and committees, meetings, legal affairs.
Program Record Number: MPA LAS 005

Marketing and Development
Description: The marketing and development division is responsible for the following activities: market development, marketing and promotional affairs, economic research and analysis, communications, information, media relations, special events and advertising.
Topics: Marketing, development, promotion, information services, economic studies, rates, statistics.
Program Record Number: MPA MAD 010

Operations
Description: Construction and maintenance of the port's infrastructures and facilities are the responsibility of Operations. The MPA operates its own grain terminal, passenger terminal, a railway network that serves practically all berths and its harbourmaster's department. It leases its other facilities to private enterprises specializing in the handling of merchandise. It provides services to its first-line customers – ocean carriers and stevedores – and it undertakes a variety of initiatives to increase and promote the competitive advantages of the Port of Montreal.
Topics: Container terminals, dredging, engineering, grain silo, environment, navigation, passenger terminal, rail network, maintenance and repairs of port buildings and facilities, ships, water levels, merchandise handling, fire prevention.
Program Record Number: MPA OPE 015

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their content.

Accounts and Accounting

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Office Appliances

Official Languages

Occupational Health, Safety and Welfare

Pensions and Insurance

Procurement

Utilities

Training and development

Vehicles

Salaries and Wages

Particular Personal Information Banks

Access Request Data
Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act.
Class of Individuals: General public.
Purpose: This bank processes access requests and reports the total number of request processed.
Consistent Uses: This bank is used to report on the administration of the Access to Information and Privacy Acts.
Retention and Disposal Standards: Records are retained for 2 years after resolution and then destroyed.
RDA Number: 98/001
Related PR#: MPA LAS 005
TBS Registration: 005395
Bank Number: MPA PPU 022

Accidents and compensation
Description: This file includes accident reports and investigations and compensation requests, the names and addresses of the firms or individuals involved in an accident or who are claiming compensation.
Class of Individuals: General public.
Purpose: This file is used to conserve data on requests for compensation by or from the MPA.
Consistent Uses: To authorize or determine amounts owing to or claimed by the MPA in the event of a loss or damage.
Retention and Disposal Standards: Accident files are destroyed 6 years after the expiration of all measures.

RDA Number: 2002/001
Related PR#: MPA LAS 005
TBS Registration: 004261
Bank Number: MPA PPU 005

Accounts payable and accounts receivable
Description: This file includes data on documents relating to purchases, sales and services such as the names, addresses and telephone numbers of suppliers and customers. The file may also contain data obtained at the time of making inquiries for the purpose of determining customer credit.
Class of Individuals: General public.
Purpose: This file is used to keep data on the settlement of supplier and customer accounts, the payment of advances and the reimbursement of MPA employee travelling expenses.
Consistent Uses: Justification of amounts paid to or received from individuals or enterprises. Preparation of income and expense statements.
Retention and Disposal Standards: The files are kept for 6 fiscal years and then destroyed.
RDA Number: 99/004
Related PR#: MPA LAS 005
TBS Registration: 004263
Bank Number: MPA PPU 015

Complaints, interventions and information requests
Description: This file contains the details of persons who make a complaint or submit comments to the MPA about any matter coming under its jurisdiction. It contains the names and addresses of the persons who submit a request or an observation. It may also contain petitions submitted by citizens' groups.
Class of Individuals: General public.
Purpose: This file is used to keep data about complaints, observations and requests made to the MPA.
Consistent Uses: Follow-up on complaints and information requests and provide statistical information.
Retention and Disposal Standards: These files are kept for 1 year and then destroyed.
RDA Number: 2002/001
Related PR#: MPA MAD 010
TBS Registration: 004267
Bank Number: MPA PPU 035

Employment applications
Description: This file contains employment applications, replies thereto and the curriculum vitae.
Class of Individuals: General public.

Purpose: This file is intended to conserve employment applications.
Consistent Uses: Provide documentation and information used to fill positions.
Retention and Disposal Standards: These files are kept for two years following expiry of the eligibility list or last administrative use, whichever is later and then destroyed.
RDA Number: 98/005
Related PR#: MPA OPE 015
TBS Registration: 004265
Bank Number: MPA PPU 025

Legal files
Description: These files contain information about a number of legal questions affecting the MPA. It includes legal opinions, documents concerning lawsuits, seizures, collection files and other similar documents.
Class of Individuals: General public.
Purpose: Data conserved in these files are used for the application of federal laws and MPA by-laws. They are intended to compile data on legal questions affecting MPA.
Consistent Uses: Support action taken in settling lawsuits and any other legal matters, in conformity with federal laws and MPA by-laws.
Retention and Disposal Standards: Files are destroyed 6 years after the expiration of any provision.
RDA Number: 2002/001
Related PR#: MPA LAS 005
TBS Registration: 004266
Bank Number: MPA PPU 030

Permits, passes and pass cards
Description: This file contains requests for permits or pass cards and correspondence concerning vehicle parking on premises belonging to the MPA. It also contains requests for visits and permits to move about on port property. It contains the names and co-ordinates of those making the request.
Class of Individuals: General public.
Purpose: This file is used to keep data on requests for pass cards, visits and permits to move about or park.
Consistent Uses: To follow-up on such requests.
Retention and Disposal Standards: These files are kept for 2 years after expiry and are destroyed.
RDA Number: 98/001
Related PR#: MPA OPE 015
TBS Registration: 004268
Bank Number: MPA PPU 040

Real Property
Description: This file includes data on properties that were expropriated, purchased, leased or granted, valuation reports, the names and addresses of the persons or companies, rent determinations, data on servitudes. It may also contain personal information about the owners of real property that the Port is considering acquiring; names, addresses, telephone numbers, photographs of the property, information about mortgages and other debts.
Class of Individuals: General public.
Purpose: This file contains information for the management of real estate leasing, sale, disposal and acquisition activities; to maintain an inventory of available facilities and real estate.
Consistent Uses: Support for leasing and real estate transactions.
Retention and Disposal Standards: The files are destroyed 3 years after the sale, transfer, expiry of a lease or right for cause.
RDA Number: 2002/001
Related PR#: MPA LAS 005
TBS Registration: 004262
Bank Number: MPA PPU 010

Service and purchase contracts
Description: This file may contain supply orders, estimates of project costs, including specifications, calls for tender, tenders received and contracts. It may contain information about individuals and enterprises providing goods or services or to whom contracts have been awarded. The file contains names and addresses, data taken from curriculum vitae accompanying service proposals.
Class of Individuals: General public.
Purpose: This file is intended to keep information about persons or enterprises providing or supplying goods or services to the MPA or having a contract with it. In particular, the file contains data on calls for tender or the awarding of orders for purchases or supplies of merchandise, materials and equipment.
Consistent Uses: Control payments for supplies or services received. They may be used as a reference for other acquisitions or contracts.
Retention and Disposal Standards: Files are kept for 6 years after the expiration or non-renewal thereof and then destroyed
RDA Number: 99/006
Related PR#: MPA LAS 005
TBS Registration: 004264
Bank Number: MPA PPU 020

Classes of Personal Information

Personal information is also kept in the subject files. Thus, it is impossible to extract information using personal identification. Personal information that is maintained in this way consists of publication requests, reports, general information requests, information requests about the MPA. In general, such information can only be extracted if the characteristics of the subject are provided. Conservation of personal information in this way is controlled by means of subject files in which the documents are kept.

Manuals

- Montreal Port Authority Letters Patent

- Port Authorities Management Regulations

- Port Authorities Operations Regulations

Additional Information

Please note: Requests made to the Montreal Port Authority under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the Montreal Port Authority.

Requests for further information about the port authority may be directed to:

Director of Communications
Montreal Port Authority
Port of Montreal Building, Wing No. 1
Cite du Havre
Montreal, Quebec H3C 3R5

Telephone: 514-283-7050
Facsimile: 514-283-0829
E-mail: info@port-montreal.com

For access to press releases, statistics and publications :

Internet: www.port-montreal.com

Reading Room

In accordance with the Access to Information Act, an area on the premises of Montreal Port Authority has been designated as a reading room The address is :

Montreal Port Authority
Port of Montreal Building, Wing 1
Cite du Havre
Montreal, Quebec

Nanaimo Port Authority

Chapter 100

General Information

Background

The Port of Nanaimo is the largest public cargo port on Vancouver Island and cargo activities have been undertaken here for over one hundred years. The Nanaimo Harbour Commission was created in 1961 and the port was continued as the Nanaimo Port Authority pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule 1 of the Access to Information Act and the Schedule of the Privacy Act.

Responsibilities

The role of the Port is to manage marine navigation and safety issues within port boundaries and develop marine-related businesses on the foreshore lands that it owns or manages. The mission of the Port is to provide leadership and maintain a marine infrastructure that: satisfies the needs of users; offers, in a commercially viable manner, the best terminal handling operations and services; encourages responsible and sustainable property development; provides for a high level of safety and environmental protection; and supports the achievement of local, regional and national socioeconomic objectives.

Legislation

- Canada Marine Act, R.S.C. 1998, chapter C-10
- Letters Patent
- Management Regulations
- Operations Regulations

Organization

The President and Chief Executive Officer of the Nanaimo Port Authority is the head of the institution for the purposes of the Access to Information and Privacy Acts and exercises all the powers and responsibilities pertaining to this function under the Acts in question.

Finance and Administration

This department is responsible for general accounting, financial analysis, budget forecasts, preparing of financial reports and the five-year business plan, cash management, insurance, administering capital projects, purchasing and supplies, computer systems, and human resources.

Harbour Operations

This department is responsible for marine traffic management within the harbour limits, allocation of berths, enforcement of regulations as a port authority as well as emergency planning.

Property

This department reviews and maintains awareness of land development opportunities, addresses property issues, administers leases, permits and licenses of tenants and activities along the Crown portion of the harbour.

Marketing

This department is responsible for business development, tariffs, customer relations, promotional affairs and advertising.

Information Holdings

Program Records

Harbour Operations
Description: Information relating to movement of traffic, vessels, seaplanes, safety, pollution, debris control, emergency planning.
Topics: incidents, patrol operations, debris control, permits, marine emergency plan, aids to navigation.
Program Record Number: NANPA HOP 005

Terminal Operations
Description: Information relating to storage and movement of cargo and leased facilities.
Topics: shipping stats, billings.
Program Record Number: NANPA TOP 010

Property
Description: Information relating to the administration of properties, leases and licences.

Topics: title information, insurance, appraisals.
Program Record Number: NANPA PRO 015

Marketing
Description: Information relating to advertising, customers, promotional events, media, community relations, and press releases.
Topics: advertising, publications, media clippings, tariffs.
Program Record Number: NANPA MKT 020

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Buildings and Properties

Employment and Staffing

Finance

Human Resources

Pensions and Insurance

Physical Security

Salaries and Wages

Staff Relations

Particular Personal Information Banks

Employment Applications
Description: This bank describes information related to applications for employment and related correspondence. Personal information includes the names of applicants, address, telephone and fax numbers, education, employment history, résumés, letters of recommendation, test results and staffing interviews.
Class of Individuals: Individuals seeking employment with the Nanaimo Port Authority.
Purpose: The bank is used to support decisions regarding the referral of candidates for staffing purposes.
Consistent Uses: Information may be transferred to an employee bank if the individual is offered and accepts employment. The candidate's skills may be assessed and, if deemed suitable, the candidate may be invited to serve in a capacity other than the position of initial interest. This

information may also be used for planning and evaluation purposes.
Retention and Disposal Standards: Solicited and unsolicited applications that have been considered in a staffing process are kept for a period of two years after the last administrative use. Unsolicited applications that have not been considered in a staffing process are kept for six months. The records are destroyed At the end of the retention period.
RDA Number: 2002/01
Related PR#: NANPA HOP 005
TBS Registration: 005573
Bank Number: NANPA PPU 005

Properties
Description: This bank describes information on property managed by the Authority and on tenants. Personal information may include names, addresses, telephone numbers, information about mortgages and other debts.
Class of Individuals: Tenants and individuals involved in property transactions with the Authority.
Purpose: This bank is used to document property transactions between the Authority and the general public such as leases, licenses, sale, exchange or purchase of lands and properties; to maintain an inventory of available facilities and real estate; to compile financial billings and receipts directly related to leases, licenses, and permits; and to track renewals.
Consistent Uses: The information in these files is used to document the decision process in property matters.
Retention and Disposal Standards: Records are retained for three years after the expiration of the lease, licensing or tenancy agreements, or the completion of the property transaction. The records are destroyed at the end of the retention period.
RDA Number: 2002/01
Related PR#: NANPA PRO 015
TBS Registration: 005574
Bank Number: NANPA PPU 010

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Security Video Surveilance & Temporary Visitor Access Control Logs & Building Passes

Classes of Personal Information

In the course of conducting the programs and activities of the Port, categories of personal information may be accumulated which are not contained in the specific information banks described above. Such personal information includes: requests for information, expressions of public support, offers of services and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date the information was received by the Nanaimo Port Authority and he name of the person to whom it was addressed. The retention periods for these types of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Board of Directors Manual

- Emergency Procedures Manual

- Policies and Procedures Manual

- Harbour Master's Practices and Procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Nanaimo Port Authority and its various programs and functions may be directed to:

Nanaimo Port Authority
104 Front Street
PO Box 131
Nanaimo, British Columbia V9R 5K4

Telephone: 250-753-4146
Facsimile: 250-753-4899
E-Mail: info@npa.ca
Internet: www.npa.ca

Reading Room

The Nanaimo Port Authority has designated a room on the premises at the above address as the public reading room.

National Arts Centre

Chapter 101

Note: This institution is not subject to the Access to Information Act.

General Information

Background

The National Arts Centre (NAC) raised its curtains for the first time in 1969. Created by the Parliament of Canada as a Centennial project during the 1960s, the NAC has become Canada's foremost showcase for the performing arts.

Today, the NAC works with countless artists, both emerging and established, from across Canada and around the world, and collaborates with scores of other arts organizations across the country.

The NAC is strongly committed to being a leader and innovator in each of the performing arts fields in which it works – classical music, English theatre, French theatre, dance, variety, and community programming. It is at the forefront of youth and educational activities, supporting programmes for young and emerging artists and programmes for young audiences, and producing resources and study materials for teachers.

The NAC is the only multidisciplinary, bilingual performing arts centre in North America, and one of the largest in the world.

Information Holdings

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Employment and Staffing

Finance

Hospitality

Relocation

Travel

Particular Personal Information Banks

Mail Order Records
Description: This bank contains names, adresses, telephone numbers, credit card information, seat number and prices.
Class of Individuals: Patrons of the NAC.
Purpose: The purpose of the bank is to keep record of mail order, group sales, student sales and telephone orders.
Consistent Uses: This information may be used to provide reports to management and it may also be used for research, planning, audit and evaluation purposes.
Retention and Disposal Standards: The information on file is destroyed after a two year period.
RDA Number: TBD
TBS Registration: 005088
Bank Number: NAC PPU 005

Subscriptions
Description: The purpose of this bank is to maintain a record of subscriptions. It contains names, adresses, telephone numbers, credit card information, seat location and prices.
Class of Individuals: Clients and subscribers of the NAC.
Purpose: This bank is used to ensure proper seat allocation and determination of seats available for general sale.
Consistent Uses: This information may be used to provide reports to management and it may also be used for research, planning, audit and evaluation purposes.
Retention and Disposal Standards: Information on file is retained two years, updated or destroyed.
RDA Number: TBD
TBS Registration: 005089
Bank Number: NAC PPU 010

Record of Parking Agreements
Description: This bank contains names, home and buisness addresses, telephone numbers and description of vehicles.
Class of Individuals: General public and the employees of the NAC.
Purpose: The purpose of the bank is to maintain a record of parking agreements between the NAC, the general public, employees and organizations

for parking priviledges in the NAC garage. It is used for determining the number of parking spaces allocated on a monthly basis, and reconciliation of revenues.
Consistent Uses: This information may be used to provide reports to management and it may also be used for research, planning, audit and evaluation purposes.
Retention and Disposal Standards: Records are retained for 2 years and then destroyed.
RDA Number: TBD
TBS Registration: 005090
Bank Number: NAC PPU 050

Applicants Bank

Description: The purpose of this bank is to maintain an inventory of applicants for employment with the National Arts Centre. It includes applications for employement and resumes.
Purpose: The information contained in this bank is used for staffing purposes.
Retention and Disposal Standards: Records are retained for 2 years and then destroyed.
RDA Number: TBD
Related PR#: NAC PRN 920
TBS Registration: 005091
Bank Number: NAC PPU 055

Staffing and Employment

Description: This bank contains such records as policited and unsolicited job applications, job descriptions, salary ranges, screenings, checklists, competition posters, resumes of work experience and education, reference letters and checks, lists of candidates, interview notes and rating of the selection committee.
Class of Individuals: Individuals who apply for or are hired to fill temporary and permanent positions with the NAC.
Purpose: The purpose of this bank is to support internal and external recruitment activities.
Consistent Uses: This information may be used to provide reports to management and it may also be used for research, planning, audit and evaluation purposes.
Retention and Disposal Standards: Records are retained for 2 years after last administrative use and then destroyed.
RDA Number: 98/005
Related PR#: NAC PRN 920
TBS Registration: 005092
Bank Number: NAC PPU 060

Professional contracts services

Description: This bank contains information such as names, adresses, telephone numbers,

curriculums vitae, references and areas of contractual interest.
Class of Individuals: General public.
Purpose: Information contained in this bank allows the NAC to choose individuals in order for them to provide contract services.
Consistent Uses: This bank is used to store data on individuals contracted or that will be contracted by the NAC to provide professional services.
Retention and Disposal Standards: Information is kept for a minimum of two years and then destroyed.
RDA Number: 99/004
Related PR#: NAC PRN 914
TBS Registration: 005259
Bank Number: NAC PPU 070

"Live Rush" Program

Description: This bank contains the names, addresses, e-mail addresses and basic personal information such as: age, gender and preferences for the shows about young audience.
Class of Individuals: General public.
Purpose: The purpose of this bank is to promote and manage young audience performances.
Consistent Uses: This information is used to maintain contact with young audiences and enlarge future subscribers, to inform them about cultural, performing arts events.
Retention and Disposal Standards: Records are retained for two years.
RDA Number: TBD
TBS Registration: 005260
Bank Number: NAC PPU 080

Donations and contributions

Description: This bank contains personal information such as names and addresses of donors as well as financial information on donations and/or financial contributions.
Class of Individuals: General public and private sector businesses and corporations.
Purpose: To maintain financial information dealing with the issuance of income tax receipts.
Consistent Uses: Pursuant to the Income Tax Act, documentation is used to support annual individual or corporate tax returns.
Retention and Disposal Standards: Records are retained for a period of 6 years.
RDA Number: TBD
TBS Registration: 005258
Bank Number: NAC PPU 065

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Hospitality

Personnel Security Screening

Relocation

Travel

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Privacy Act.

For further information about the programs and activities of the NAC, please contact:

Access to Information and Privacy Coordinator
Human Resources Department
National Arts Centre
P.O. Box 1534, Station B
Ottawa, Ontario K1P 5W1

National Battlefields Commission (The)

Chapter 102

General Information

Background

The National Battlefields Commission derives its mandate and powers from a 1908 Act of the Parliament of Canada, the Act respecting The National Battlefields at Quebec, 7-8 Edward VII, ch. 57, and its amendments.

Administratively, the Commission is designated as a departmental corporation and is listed in Schedule II of the Financial Administration Act.

Responsibilities

The Commission was established to acquire the historic battlefields of the city of Quebec and neighbouring communities, to create a national battlefields park and to conserve, develop these historic and urban parks.

The National Battlefields Commission administers the following sites: Battlefields Park (better known as the Plains of Abraham), with an area of about 101 hectares, commemorates the historic battle of 1759; Des Braves Park, with an area of about 6 hectares, marks the battle of 1760. Apart from these two parks, three major thoroughfares come within the Commission's jurisdiction, namely Des Braves Avenue, De Laune Avenue and De Bernières Avenue. The Commission also operates St Denis Terrace, east of the Citadel, and manages Martello Towers #1, #2 and #4, the Discovery Pavilion and the Louis S. St. Laurent Heritage House.

In addition to maintenance, conservation and security, the Commission offers public services: at the Discovery Pavilion, the "Odyssey: A journey through history on the Plains of Abraham" exhibition tells the story of the Plains of Abraham from the time of New France to the present day and presents in complement military life as it was in 1759-1760; an exhibition in the Martello Tower 1 on military engineering; an exhibition of the career as a politician and lawyer of the former Canadian Prime Minister Louis S. St. Laurent at the Louis S. St. Laurent Heritage House; the Edwin-Bélanger Bandstand presents a program of shows with various music during the summer season; guided tours, commentated bus tour of the Park, period

fare, animation on various thematic subjects for groups and school programs for primary and secondary level based on the teaching of natural and human sciences (the historic events); and a garden, le Joan of Arc Garden and other floral planning.

The Commission also provides a number of sports and recreation facilities including football, soccer, baseball fields, in-line skating path, a running track, paths and cross-country ski trails.

Legislation

- The Act respecting The National Battlefields at Quebec

- Government Property Traffic Act

Organization

The Commission reports to Parliament through the Minister of Canadian Heritage, to whom the Chairman is directly accountable. It is governed by a board of nine Commissioners and one of them acting as Chairman. Seven members of the Board are appointed by the Governor General in Council. The two others are appointed by the Provinces of Quebec and Ontario that are entitled to appoint one representative each, by virtue of having contributed at least $100,000 when the Commission was founded. Also appointed by the Governor General in Council, the Secretary acts as Director General and is responsible for the day-to-day management of all of the Commission's activities.

Administration is composed of management and financial and personnel services.

Conservation, which includes preservation, maintenance and surveillance activities aimed at ensuring a safe, stable environment, reducing wear and tear and minimizing or preventing damage. Three services are involved: development, maintenance and surveillance and security.

The development of the site's historic, cultural, recreational and natural resources – which encompasses visitor reception, facilities and services, interpretation, public awareness, dissemination of information, exhibits, activities and opportunities for public participation, the production of music shows with various styles, advertisement

and promotion of activities and services ensuring the visibility of the Commission and the federal government. Three services are involved: Client Services, Cultural and Technical Services and Communications.

Information Holdings

Program Records

Head Office
Description: Records contain working papers, memorandums, correspondence, reports on the administration and operation of Battlefields Park, agreements and arrangements with other entities, documents related to the Commission's board meetings, plans and programs, as well as acts and regulations governing the site.
Topics: General administration; organization; policy.
Program Record Number: NBC ADM 1000

Administrative Services
Description: Records contain working papers, correspondence, documents relating to access to information, legal issues, records management and information related to the management of technology and telecommunications used.
Topics: Acts; procedures; standards.
Program Record Number: NBC ADM 1000

Financial Services
Description: Records contain documents concerning management of the Commission's budget, fees and rates applicable on the site, financial plans and planning, claims by and against the Commission, tenders and contracts, grants and contributions and financial audit information.
Topics: Finance; laws.
Program Record Number: NBC FIN 1500

Communications
Description: Records contain working papers, correspondence, communication plans, marketing studies and information on communications with the public, ie, brochures, press releases and conferences, radio and television shows, newspapers and periodicals.
Topics: Advertising; marketing.
Program Record Number: NBC COM 2000

Maintenance Services
Description: Records contain working papers, correspondence, policy for using Battlefields Park, information related to buildings acquired and built by the Commission, their accessibility and maintenance, premises leased by or for the Commission and land occupied by the organization, property titles, surveying, development and occupancy permits.
Topics: Evaluations; registers; security; signage; specifications; urban planning; utilities.
Program Record Number: NBC ENT 2500

Supply
Description: Records contain documents on the acquisition, storage, distribution, maintenance and disposal of the Commission's materials and supplies.
Topics: Inspections; inventory; materials.
Program Record Number: NBC MAT 3000

Human Resources Services
Description: Records contain working papers, correspondence, information regarding employee classification and staffing, competitions and examinations, conflicts of interest, employment equity, training and development, appraisal reports and performance reviews, recruiting, staff relations and occupational health and safety.
Topics: Collective agreements; labour; pay; recreational activities.
Program Record Number: NBC PER 3500

Client Services
Description: Records include working papers, correspondence, development concepts, analyses of tourism potential, public opinion surveys, information on activities and events in the Park, conservation of the site and historical buildings, exhibitions, plaques and monuments, reception and guide services at Battlefields Park.
Topics: Archeology; artifacts; investigations; planning; restoration; studies; surveys; tourism.
Program Record Number: NBC CLI 5000

Development Services
Description: Records contain working papers, correspondence, information on the environment, natural resources and Battlefields Park's arboreal, wildlife and floral resources.
Topics: Investigations; studies, pollutants, pollution; regulations.
Program Record Number: NBC ENV 5500

Security Services
Description: Records contain working documents, correspondence, information with regard to the safety of users of Battlefields Park, legislation and law enforcement on the site.
Topics: Courts of Justice; infractions; investigations; responsibilities.
Program Record Number: NBC LOI 5800

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Hospitality

Travel

Business Continuity Plans

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Travel

Business Continuity Planning (BCP)

Classes of Personal Information

In the exercise of its mandate, the National Battlefields Commission enters into its records certain kinds of personal information which do not appear in the personal information files to which this directory applies. Such information is kept in the appropriate files and classified by subject. It is not traceable by name or by any other identifier unique to the individual. To retrieve personal information in these categories, the Commission needs to know the subject in question and the date when the document was produced.

The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject records schedules.

Manuals

The manuals used by the National Battlefields Commission for the administration or implementation of policies, programs and activities for the public are published by central agencies and are available on their respective Web sites.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Commission and its various programs and functions may be directed to:

The Secretary
The National Battlefields Commission
390 de Bernières Avenue
Quebec, Quebec G1R 2L7

Telephone: 418-648-3506
E-mail: michel.leullier@ccbn-nbc.gc.ca
Internet: www.ccbn-nbc.gc.ca

Reading Room

Facilities in Documentation Resources have been designated as a public reading room in accordance with the Access to Information Act. The address is:

390 de Bernières Avenue
Quebec, Quebec

National Capital Commission

Chapter 103

General Information

Background

The National Capital Commission (NCC) is a Crown Corporation created in 1958 to succeed the Federal District Commission (1927–1958) and the Ottawa Improvement Commission (1899–1927).

NCC's corporate mission is creating pride and unity through Canada's Capital Region.

Responsibilities

The National Capital Act of 1958, amended in 1988, gives the NCC the mandate to prepare plans for and assist in the development, conservation and improvement of the National Capital Region (NCR) in order that the nature and character of the seat of the Government of Canada may be in accordance with its national significance; and to organize, sponsor or promote such public activities and events in the NCR as will enrich the cultural and social fabric of Canada, taking into account the federal character of Canada, the equality of status of the official languages of Canada and the heritage of the people of Canada.

Furthermore, the NCC may coordinate the policies and programs of the Government of Canada respecting the organization, sponsorship or promotion by departments of public activities and events related to the NCR.

Legislation

- National Capital Act, R.S.C., 1985, c. N-4, as amended

Organization

Executive Office (EXEC)

The Chairman heads a senior management team. The following report to the Chairman: Ombudsman & Corporate Secretariat Branch; Corporate Audit, Research & Evaluation Branch; Legal Servies Division and the position of Executive Vice-President and Chief Operating Officer (COO).

The COO is accountable for the day-to-day management of all operations of the Commission. Seven branches report to the COO: Capital Planning & Real Asset Management Branch;

Communicatons, Marketing & External Relations Branch;, Environment, Capital Lands & Parks Branch; Finance and Procurement Branch; Human Resources and Information Management Branch; National Programming Branch and Strategic Management and Public Consultations Branch.

Capital Planning and Real Asset Management (CPRAM)

Capital Planning and Real Asset Management Branch develops long-range policies and plans for the physical development of federal lands in the Capital; manages and develops a portion of the NCC's real property assets which includes the design and implementation of NCC construction and rehabilitation projects; provides planning advice to federal departments and other levels of government; manages the NCC's Heritage program; undertakes design, land use and land transaction reviews and grants approvals on behalf of the Crown under authority of the National Capital Act; acquires and disposes of properties; manages the NCC portfolio of commercial real estate transactions; provides realty operations services; identifies development opportunities, including joint development ventures and delivers property development projects; provides design and construction services, such as engineering, architecture, landscaping architecture, urban design, and professional services in support of major capital development projects of the Commission.

Communications, Marketing (CM)

The Communications& Marketing Branch plans, develops and carries out all NCC media relations, business development, marketing and broadcast activities for NCC projects and programs. Also, the Branch is responsible for conducting merchandising, translation, design and environmental graphics activities.

Corporate Audit, Research and Evaluation (CARE)

Establishes and delivers the audit, evaluation and research functions created to examine and evaluate the economy, efficiency and effectiveness of NCC's activities. Provides an opinion to the Corporate Audit and Evaluation Committee (CAEC)

and makes recommendations to management on NCC's performance and the management of risks and internal controls. Coordinates and facilitates all audits conducted by external agencies. Provides strategic support, plans and carries out research and analysis and coordinates program evaluation to facilitate program development and delivery.

Environment, Capital Lands and Parks (ECLP)

ECLP's mandate is to safeguard and preserve Capital assets and to provide visitors with "Green Capital" services and products. ECLP is in the business of land use management; asset lifecycle and maintenance management; natural resources and environmental management and environmental stewardship; law enforcement and public safety; visitor information, interpretation and recreational services and programs; support services to NCC and community events. In addition, ECLP has the responsibility for managing the six "Official Residences", the programming at the Mackenzie King Estate and the management of food and service concessions on Urban Lands and in Gatineau Park. ECLP Branch is structured under the following portfolios: VP's Office; Urban Lands and Transportation; Gatineau Park and Greenbelt, Official Residences; Environmental Management and Protection; and Planning and Branch Management Services.

Finance and Procurement (FP)

Finance and Procurement Branch manages the NCC's financial planning, accounting operations, taxation and procurement services. The Executive Director is the corporation's Chief Financial Officer (CFO). The Branch is responsible for financial services; procurement services; and payments in lieu of taxes.

Human Resources and Information Management Branch (HRIM)

Human Resources and Information Management Branch manages the NCC's human resources services; information management services; information technologies and geomatics services; facilities management services and security services. The Vice-President is the corporation's Departmental Security Officer (DSO) and the Chief Information Officer. The Branch is responsible for the management of human resources; management and security of information holdings; library services, printing services, information technologies; engineering and cadastral surveys,

mapping services and the provision of geographic information; materiel management; warehousing; facilities management; fleet management; personnel security; physical security and the corporate security program.

Legal Services (LS)

Provision of legal services in both common law (Ontario) and civil law (Québec) jurisdictions to the Chairperson, senior management, advisory committees, and staff of the Commission.

National Programming (NP)

National Programming Branch focuses on Canada's Capital as a means of instilling pride and a sense of unity among Canadians. Through partnerships, the Branch manages, develops, stages and promotes celebrations, festivals and various other public activities such as Canada Day, Winterlude, Youth and Family Outreach Programs, Sound and Light Show on Parliament Hill, the Capital Infocentre and Site Animation Program. It showcases and interprets Canadian symbols, values and achievements through a variety of public programs, and orients and informs visitors about the significance of the Capital Region and its national institutions, commemorations and events.

Ombudsman and Corporate Secretariat (OCS)

OCS is responsible for formulating and implementing strategies, programs and policies that will result in an efficient management of the NCC's Corporate Secretariat, Ombudsman, Access to Information and Privacy, Canadiana Fund and executive correspondence functions.

Strategic Management and Public Consultations Branch (SMPC)

Strategic Management and Public Consultations (SMPC) Branch manages the NCC's strategic and corporate planning and develops and implements the NCC's public consultation and community relations program.

Information Holdings

Program Records

Branch Management Services (CPRAM)
Description: Information relating to the provision of integrated Branch management services, financial management services including Multi-Year

Capital Construction Program (MYCCP), and systems services.

Topics: Branch Resources Management; Strategic, Operations and Human Resources; Branch Memorandum of Understanding (MOU); Special Exams and Audit; Access to Information and Privacy; Performance Monitoring and Reporting; Issue Management; Operational Simplification; and Branch Policies and Procedures Development and Analyses.

Access: By subject.

Format: Paper files and electronic records.

Program Record Number: NCC CPRAM-RD 000

Business Development

Description: Information relating to corporate sponsors and other private-sector groups maintained to interest them in participating in events, programs and services and thereby generating revenues for NCC activities.

Topics: Winterlude, Canada Day, Canada and The World Pavilion, Sunday Bikedays and other sponsorship opportunities.

Access: By subject.

Format: Paper files.

Program Record Number: NCC CMER-NP 600

Canadiana Fund

Description: Information relating to the Canadiana Fund which works closely with the Advisory Committee on the Official Residences, the National Capital Commission and Public Works and Government Services Canada, to enhance the interest in, and beauty of, the state areas of the official residences through donations of fine examples of historical furnishings, paintings and art or the funds needed to purchase them. Pieces are chosen that reflect Canada's heritage and artistic traditions, that have historical associations or that compliment the architectural style of a residence.

Topics: Rideau Hall, 24 Sussex Drive, Harrington Lake, Stornoway, The Farm (Kingsmere), 7 Rideau Gate and the Citadel.

Access: By subject.

Format: Paper files, Photographs, and Slides.

Program Record Number: NCC OCS-RD 300

Capital Events

Description: Information relating to public events and programs of national and international significance in the National Capital Region; information relative to Production Services (logistics) and Volunteer Services.

Topics: Canada Day Celebrations and Shows; NCC's Centennial; Millennium Celebrations; NCC's equipment loan program; Winterlude, Site

Animation and Christmas Lights Across Canada.

Access: By subject.

Format: Paper files, Site Plans, Slides, Electronic Data Processor and Photographs.

Program Record Number: NCC NP 100

Capital Interpretation

Description: Information relating to providing programs which increase understanding, appreciation and respect for the role, functions, institutions, symbols, art, commemorations, heritage and national significance of the Capital. These programs include guided and self-guided interpretation and orientation, multi-media productions, exhibits, interpretation panels and publications.

Topics: Parliament Hill Programming; Sound and Light Show; Discover the Hill programs; Info-tent; Confederation Boulevard interpretation programs and publications; Interpretation in core area parks including: Major's Hill Park, Jacques Cartier Park and Leamy Lake Park; A Tulip Legacy; capital commemorations and public art.

Access: By subject.

Format: Paper files, Electronic Data Processor, Photographs, Maps.

Program Record Number: NCC NP 500

Capital Youth Programs and National Outreach

Description: Information on educational programs targeting schools and youth from across the country to enrich their capital experience and perception.

Topics: National Outreach Programs which include Provincial / Territorial Linkages such as the Canadian Capital Cities Network (CCCO); Capital Youth Programs such as Adventures in Citizenship; Canada's Capital Tours; A World Class Capital; "Get Ready for the Capital" and new thematic pedestrian tours; Database Management/Marketing.

Access: By subject.

Format: Paper files, computer databases, photographs and videos.

Program Record Number: NCC NP 700

Commission Secretariat

Description: Information relating to the administration of the NCC's Board of Directors, and of the Corporate, Advisory and Management Committees, and protocol activities related to public events such as Canada Day, Christmas Lights Across Canada, Winterlude and many other NCC events.

Topics: Minutes of Commission, Corporate, Executive Management and Advisory Committees and lists of topics examined; Members of the Commission and Committee Members; lists of guests; invitations and logistics (master of ceremony, notes, speeches, scenarios).
Access: By subject.
Format: Paper files and Electronic Records.
Program Record Number: NCC OCS-EX 300

Corporate Audit, Research and Evaluation
Description: Information relating to the management, the monitoring and the support of observations of corporate audit, research and evaluation projects.
Topics: Internal and External Audit Reports; Evaluation Reports; Management Self Assessment and research studies and surveys.
Access: By subject.
Format: Paper files and EDP.
Program Record Number: NCC CARE-EX 400

Design and Construction
Description: Information relating to the provision of design and construction management, architectural, engineering, landscape architecture and life cycle inspection/management services to create, rehabilitate, and preserve NCC's real and heritage assets, landmarks, natural features, infrastructure and industrial, private and commercial buildings.
Topics: Bridges; Parkways; Roadways; Multi-Year Capital Construction Program (MYCCP); Capital Parks; Interpretive Media; Recreational pathway system, Urban Lands, Greenbelt and Gatineau Park assets, Confederation Boulevard and Official Residences.
Access: By subject.
Format: Paper files, Maps, Plans, Drawings, Electronic records and Electronic Data Processor.
Program Record Number: NCC CPRAM-RD 200

Design and Land Use
Description: Information relating to Design, Land Use and Transaction Approvals for projects and any works on federal lands in the NCR, for the use, disposal, lease or purchase of NCC lands; for the design of buildings, landscaping and other works and for plans for federal lands including Master and Area Plans and amendments, and to the NCC's Heritage program.
Topics: Federal Land Use, Transaction and Design Reviews and Approvals; the interpretation and implementation of NCC or other federal plans, including the Plan for Canada's Capital, Greenbelt Master Plan and Parliamentary and Judicial Precinct Area Development Plan; Heritage and Archaeology on NCC and other federal lands, including artefact collections; planning and urban design principles/guidelines; view protection policies in the NCR.
Access: By subject and location.
Format: Paper files, Drawings, Plans, Maps, Slides, Microform, Electronic Data Processor, electronic records and Photographs.
Program Record Number: NCC CPRAM-CP 400

Environmental and Natural Resources (includes Gatineau Park and Greenbelt)
Description: Information relating to land and natural resource management and the management of activities and programs associated with the provision of services and facilities for public enjoyment in Gatineau Park and the Greenbelt.
Topics: Land Maintenance; Land Use including Leases, Agreements, Permits, Permissions, Concessions, Licence of Occupation, Service and Partnership Agreements; Extensive Trails and Recreational Facilities; Natural Resources Management; Forestry; Agriculture; Interpretation and Animation; Facility Management; Furnishing and Fixture Management; Event Management; Snow and Ice Control; Building and Infrastructure Management and Land Maintenance.
Access: By subject.
Format: Paper files, Maps, Plans and Drawings, Slides and Photographs, and Electronic Records.
Program Record Number: NCC ECLP-GP 100

Environmental Services Program
Description: Information relating to assessments of the environmental impact of NCC activities and initiatives involving NCC or federal lands and assets. As well as information relating to the NCC's compliance with relevant environmental laws, codes, policies, standards; federal environmental targets, standards and commitments and to the provision of opportunities and knowledge to NCC employees to ensure programs and activities are environmentally-sound.
Topics: Environmental assessments and contaminated sites management.
Access: By subject.
Format: Paper files, Maps, Plans and Drawings, Slides and Photographs, and Electronic Records.
Program Record Number: NCC ECLP-CP 220

Facilities Management Services
Description: Information relating to the management of moveable assets, materiel, fleet, warehousing and headquarters facilities;

the administration of the Alternative Fuels Act, provisioning services.
Topics: Asset Management; Material Management and NCC Fleet; Headquarters Facilities Management; Alternative Fuels Act.
Access: By subject and Supplier Name.
Format: Paper files, Microform, Electronic documents and Electronic Data Processor.
Program Record Number: NCC HRIM-A120

Finance and Procurement
Description: Information relating to the management of financial planning and reporting accounting, taxation and financial services, financial management systems and procurement.
Topics: Financial Planning, Supplementary Estimates, General Accounting and Financial Statements, Contract Administration including contract files, Accounts Payable, Accounts Receivable, Payments in lieu of taxes, Revenue and Collection, Banking Operations, Financial Management Reports, Financial Plans and Budgets; Asset Management.
Access: By subject and Supplier Name.
Format: Paper files, Microform, Electronic documents and Electronic Data Processor.
Program Record Number: NCC FP-A130

Industrial Design and Environmental Graphics
Description: Information relating to the provision of industrial design and environmental graphics services in support of assets and NCC public programs and events.
Topics: Signage, Interpretive Media, Environmental Graphics, Exhibit Design and Corporate Identity; design, fabrication, installation, life-cycle refurbishment.
Access: By subject.
Format: Paper, Photographs and Slides.
Program Record Number: NCC CMER-RD 200

Information and Orientation
Description: Information to support the delivery of visitor services in the Capital region and to promote public programs which contribute to a better understanding and appreciation of the national significance of the Capital, its institutions and attractions.
Topics: NCC Capital Infocentre and Plaza; Contact Centre; Capital Infoguide; Front-line Visitor Services; Group Tours / Capital Reservations and Itineraries; National Capital Region Attractions and Institutions; Orientation and Wayfinding.
Access: By Subject.
Format: Paper and Electronic Data Processor.
Program Record Number: NCC NP 530

Information Management Services
Description: Development and implementation of policies, plans, systems and services for the management and security of the NCC's information holdings, corporate administrative policies and procedures, the provision of services for: document management, library, property damage claims, reproduction/printing, mail and couriers.
Topics: Corporate Information Inventory; Information Classification and Identification Systems; Retention and Disposition; Corporate Administrative Policies and Procedures (CAPP); Security of Information; Corporate Information Services; Mail and Courier Operations; Library Services; Printing Services.
Access: By subject.
Format: Paper files, plans, electronic records and Electronic Data Processor.
Program Record Number: NCC HRIM-A160

Information Technologies and Geomatics Services
Description: Information relating to the development of technology strategies, policies, plans and activities to support the management of the NCC's Information Technology requirements, and information relating to the surveying, mapping and Geographic Information System (GIS) program to support the Commission's assets management, engineering, landscaping, construction, national programming and land transactions activities.
Topics: Information Technology (IT) Security; Information Systems Architecture; Data Administration; Database Management; Data Models; Corporate Systems Development and Applications Support; Micro Computer Support Services; Helpdesk; Networks; Client/Server Environment; Year 2000 Project; Web Technologies; Voice Communication and Messaging Systems; Computer Services; Technical Services; Technologies Facilities Management, Topographical Mapping and Digital Mapping, AutoCAD, Geographic Information Systems, Land Surveys, Legal Surveys of NCC Properties and Legal Descriptions of Lands, Current Title Records, Atlas of NCC Land Use, Aerial Photography.
Access: By subject.
Format: Paper Files, Maps, Plans Drawings, electronic records, Aerial and other Photographs, Digital files and various electronic media.
Program Record Number: NCC HRIM-A500

Intergovernmental Relations
Description: Information relating to consultations and co-ordination, with federal, provincial, regional and municipal governments.

Topics: Co-ordination and Liaison on Land and Property matters, Construction, Maintenance and Renovation of Buildings, Grounds and Varied Structures, Programs Promoting National Understanding, Pride and Awareness of the Capital, Intergovernmental Committee and Program Co-ordination.
Access: By subject.
Format: Paper files.
Program Record Number: NCC EXEC-EX 100

Legal Services
Description: Information relating to legal matters, particularly litigation and commercial matters of the Commission.
Topics: Legal aspects of land and commercial transactions; legal agreements; damage suits for and against the Commission; collection of accounts; statutory interpretation and legal research and opinion.
Access: By subject.
Format: Paper files.
Program Record Number: NCC EXEC-LS 100

Marketing
Description: Information relating to the creation of an appreciation of the national significance of the Capital among Canadians, and stimulation of their interest in visiting the Capital.
Topics: Capital Awareness Marketing; National Broadcasting; Event and Program Promotion; Advertising Sales; Publication and Audio/Video Management; Writing / Editing / Translation; Graphic Design; Production Coordination; Public Contact System; Distribution Services and Database Management and Marketing.
Access: By subject.
Format: Paper files, computer databases, photographs and videos.
Program Record Number: NCC CMER-NP 700

Merchandising
Description: Information pertaining to the development and sale of souvenirs to enhance the promotion of major NCC events and programs and generate revenues.
Topics: Public events, programs and locations such as Canada Day, Winterlude and the Rideau Canal Skateway.
Access: By subject.
Format: Paper files.
Program Record Number: NCC CMER-NP 600

Official Residences
Description: Information relating to the management of the Official Residences' portfolio; the provision of property management, interior design, ceremonial support, greenhouse and grounds maintenance operations services for Canada's six Official Residences within the National Capital Region.
Topics: Rideau Hall; Stornoway; 24 Sussex; Harrington Lake; Kingsmere (The Farm); 7 Rideau Gate.
Access: By subject.
Format: Paper files, Maps, Plans, Drawings, Photographs, Slides and Electronic Data Processor.
Program Record Number: NCC ECLP-RD 400

Payments in Lieu of Taxes
Description: Information relating to the management of the payments in lieu of taxes for NCC properties.
Topics: Property assessments and taxation
Access: By roll number and Municipality for grants payments.
Format: Paper files and Electronic Data Processor.
Program Record Number: NCC FP-RD 610

Planning
Description: Information relating to the development of long range plans for NCC and other federal lands in the National Capital Region, the preparation of transportation studies generally in collaboration with municipal governments, and the monitoring of and responses to municipal planning and development control activities affecting NCC lands.
Topics: Plan for Canada's Capital; Building Canada's Capital Region in the 21st Century; Capital Agenda 21; Strategic Transportation Initiative; Gatineau Park, Greenbelt and Urban Lands (in preparation) Master Plans; Core Area, Leamy Lake (under review) and Parkway Sector Plans; Moore Farm, Meech Creek Valley Area Plans; Confederation Heights Node Plan; LeBreton Flats Plan Implementation; Saint-Laurent Boulevard (Laramée-McConnell Project); Islands Strategic Plan; Sparks Street Mall Revitalization; Plan de développement intégré de la rivière des Outaouais; Interprovincial Transportation studies National Interest Land Mass (NILM).
Access: By subject.
Format: Paper files, Drawings, Plans, Maps, Photographs, electronic records and Electronic Data Processor.
Program Record Number: NCC CPRAM-CP 100

Planning and Branch Management Services (ECLP)
Description: Information relating to ECLP Branch which regroups the administrative, human

resources and financial activities, operational support services such as GIS, special projects to the Branch and corporate processes.
Topics: ECLP Branch administration includes human resources; finance; program and performance evaluation; partnerships; corporate planning; policy and procedures and information systems development; Geographic Information System (GIS).
Access: By subject.
Format: Paper files.
Program Record Number: NCC ECLP-BW 100

Property Strategy and Leasing
Description: Information relating to the management of the NCC's rental property portfolio (i.e. commercial, residential, agricultural, recreational, institutional and land leases) and the provision of property management, marketing and leasing services to other NCC portfolios (i.e. Gatineau Park, Greenbelt and Capital Urban Lands).
Topics: Head Leases; Marketing and Leasing; Property Management and Maintenance; Utilities and Demolitions.
Access: By subject.
Format: Paper files, electronic records, EDP, Maps, Plans and Drawings.
Program Record Number: NCC CPRAM-RD 500

Real Estate Transactions and Development – Property Development
Description: Information relating to the development of the NCC's real assets; the management of private sector joint projects to generate revenue and produce Capital programming; provision of planning advice regarding municipal and regional Official Plans and zoning; the application of appropriate official Plan and zoning designations for the NCC's real assets; provision of urban design plans and strategies and, the implementation of the Core Area initiatives including LeBreton Flats development.
Note: Formerly Property Development and Planning.
Topics: Ground and head lease. 700 Sussex Drive (former Daly Site), 489 Sussex Drive, 12 Clarence Street, 22 Murray Street, 20 George Street, 131 Queen Street; acquisitions, disposals and exchanges.
Access: By subject.
Format: Paper files, Electronic Data Processor, Maps, Plans, electronic records and Drawings.
Program Record Number: NCC CPRAM-RD 100

Real Estate Transactions and Development – Transactions
Description: Information relating to negotiation and completion of property transactions for the acquisition, disposal in order to generate revenue, expropriations or exchange of properties, and the granting of easements and licences of occupation, encroachments and divestitures in support of the NCC's mandate.
Note: Formerly Real Estate Transactions
Topics: Diplomatic Missions Sites; Easements; Licences of Occupation; Exchanges; Expropriations; Acquisitions; Disposals and Divestitures.
Access: By subject.
Format: Paper files, electronic records, Maps, Plans, Drawings, Photographs and Electronic Data Processor.
Program Record Number: NCC CPRAM-RD 600

Security Services
Description: This area reports to the Human Resources Division. Security Services holds standard program records relating to security screening as well as information relating to security incidents. The Security Automated Screening System is used to maintain security screening information on employees, students, volunteers and contractors. The data gathered is name, address, and residential and employment history when required.
Topics: Personnel Security Screening and Physical Security Program.
Access: By subject.
Format: Paper files, Maps, Plans, Drawings, Photographs and Electronic Data Processor.
Program Record Number: NCC HRIM-A800

Strategic Communications
Description: Information relating to media information and services about the NCC and Canada's Capital Region.
Topics: News releases; media relations; media inquiries.
Access: By subject.
Format: Paper files.
Program Record Number: NCC CMER-EX 200

Strategic Planning and Government Liaison
Description: Information relating to the strategic and corporate planning process, development and implementation of policies, plans and public consultations.
Topics: Corporate Strategies and Objectives, Environmental Scans, Corporate Strategic Initiatives, Strategic plans, Corporate Plans

and Priorities, Corporate Reporting Process, Performance and Financial Reviews, Performance Measurement, Program Activity Architecture (PAA), Annual Report, Operational Plans, Public Consultations.
Access: By subject.
Format: Paper files, plans, electronic records and Electronic Data Processor.
Program Record Number: NCC SMPC-A800

Urban Lands and Transportation (ULT)
Description: Information relating to the management of urban parks and urban lands, the transportation networks and corridors that provide visitors with access to the Capital, the management of core recreational facilities programs and services that provide visitors with a positive experience of the Capital. This portfolio is also responsible for the preservation and protection of the Capital's urban settings, the provision of maintenance operations (for NCC urban lands and most lands of federal departments) and event support services through Maintenance Management Agreements with contracts with the private sector and agreements with local governments.
Topics: Recreational Facility Management (Rideau Canal Skateway, Recreational Pathways, Picnic Grounds, Beaches, Concessions, Parkings) Building and Infrastructure Management, Horticulture and Grounds Maintenance, Snow and Ice Control, Floral Displays, Waste Management, Special Events and Support, Public Safety, Land Use Permits and Permissions, Work Entry Permits.
Access: By subject.
Format: Paper files, Maps, Plans and Drawings.
Program Record Number: NCC ECLP-ULT 100

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Business Continuity Plans (BCP)

Classification of Positions

Employment and Staffing

Equipment and Supplies

Executive Correspondence

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Physical Security

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Particular Personal Information Banks

Artists and Agents
Description: This bank describes information about artists, performers, and artists' agents who have offered their services as potential clients or have worked under contract for the NCC. Basic information such as: names, mailing address, telephone numbers, e-mail addresses, musical type, portfolio, GST numbers, artist biographies and financial information when a contract is in place.
Class of Individuals: Canadian and international artist and agents.
Purpose: The purpose of this activity is to recruit artists or performers for festivals or events in the National Capital Region hosted by the NCC. This information is used to maintain an inventory of available talent who may be showcased at an event marketing and/or promoting the National Capital Region as well as promoting Canada to Canadians and international visitors.
Consistent Uses: This information may be used to provide reports on this program to senior management. The information may also be used for research, planning, audit and evaluation purposes.
Retention and Disposal Standards: Hard files (press folders, CD's, others) will be kept for two

years or until superseded then destroyed once the Records Disposition Authority has been obtained from the Library and Archives of Canada (LAC).
RDA Number: 05/004
Related PR#: NCC NP-100
TBS Registration: 005937
Bank Number: NCC PPU 078

Camp Site and Hut-to-Hut Program Registration Records
Description: This bank contains the names of campers at Gatineau Park. It may also contain addresses, telephone numbers, e-mail addresses, credit card numbers and fees paid for the rental of the sites. This bank is managed by the contractor on a day-to-day basis.
Class of Individuals: General public.
Purpose: The purpose of this bank is to control the allocation of camp sites and to maintain a record of revenue.
Consistent Uses: This bank is also used to maintain mailing lists for future reservations, revenue accountability and future planning.
Retention and Disposal Standards: Two years after expiry and then destroyed.
RDA Number: 96/035
Related PR#: NCC ECLP-GP 100
TBS Registration: 002197
Bank Number: NCC PPU 065

Catalogue of Contractors
Description: This bank may contain brochures, summaries of past contracts, product catalogues, resumes, references and declared areas of contractual interest.
Class of Individuals: General public.
Purpose: The purpose of this bank is to maintain a record of professional and business persons who have offered their goods and services to the National Capital Commission.
Consistent Uses: The information in this bank may be used to determine who will be asked to submit a proposal or quote for work or provide services when required.
Retention and Disposal Standards: Records are retained for two years and then destroyed.
RDA Number: 01/009
Related PR#: NCC FA-A700
TBS Registration: 000803
Bank Number: NCC PPU 020

Contracts
Description: Data may include terms of reference, specifications, contract documents, source lists, bid results, non-negotiable contract securities, performance reports and related correspondence.

Class of Individuals: General public.
Purpose: The purpose of this bank is to maintain an accurate account of all contract activities.
Consistent Uses: It is used as a basis for negotiations between the National Capital Commission and the contractors concerned.
Retention and Disposal Standards: Records are retained for six fiscal years after completion of terms of contract and then destroyed.
RDA Number: 01/009
Related PR#: NCC FP-A700
TBS Registration: 000804
Bank Number: NCC PPU 025

Damage Claims and Incident Reports
Description: This bank may contain incident and/or accident reports, police reports, witness reports, estimates, amounts paid or received, releases and related particulars.
Class of Individuals: General public/Insurance Companies/Other Government Agencies.
Purpose: The purpose of this bank is to maintain records of cycling, vehicular and other accidents and/or incidents resulting in claims in favor of and against the Crown.
Consistent Uses: This information is used to determine liability and to negotiate settlements.
Retention and Disposal Standards: Records are retained for six fiscal years after settlement of claims and then destroyed.
RDA Number: 01/009
Related PR#: NCC SMPC-A004
TBS Registration: 000802
Bank Number: NCC PPU 015

Gatineau Park Skiing Pass
Description: This bank contains the names and addresses, telephone numbers, e-mail addresses, and credit card numbers of all skiers who have purchased a season ski pass for cross-country skiing in Gatineau Park. This data bank is managed by the contractor on a day-to-day basis.
Note: Previously Gatineau Park Skiing Permits.
Class of Individuals: General public.
Purpose: The purpose of this bank is to manage a user-fee program for skiers in Gatineau Park.
Consistent Uses: This bank is also used to maintain a mailing list of skiers and to replace lost or stolen season permits.
Retention and Disposal Standards: Two years after expiry and then destroyed.
RDA Number: 96/035
Related PR#: NCC ECLP-GP 100
TBS Registration: 003730
Bank Number: NCC PPU 062

Information Disclosures to Investigative Bodies
Description: This bank contains copies of requests for disclosure of personal information submitted to the NCC under paragraph 8(2)(e) of the Privacy Act by investigative bodies listed in Schedule II of the Privacy Regulations. This bank also contains the replies to such requests and particulars related to their processing.
Class of Individuals: Individuals about whom requests have been received from investigative bodies under paragraph 8(2)(e) of the Privacy Act for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation.
Purpose: The bank is used to record disclosures of personal information to federal law enforcement bodies under paragraph 8(2)(e) of the Privacy Act.
Consistent Uses: Information contained in this bank may be shared with federal investigative bodies such as the RCMP.
Retention and Disposal Standards: The information in this bank is retained for a minimum of two years after completion of the request and then destroyed.
RDA Number: 01/009
Related PR#: NCC OCS-A01040
TBS Registration: 003985
Bank Number: NCC PPU 077

Permits, Permissions, and Licences
Description: This bank contains the names of individuals who have applied for, received or have been rejected a permit, permission or licence to use a property or other asset managed by the NCC. The permits, permissions and licences cover the following activities: scientific study permits, facility access permits, equipment rental permits, and construction permits. It may also contain addresses, telephone numbers, credit card numbers, and fees paid.
Class of Individuals: General public.
Purpose: The purpose of this bank is to control the allocation of the various NCC facilities, to maintain a record of revenue, and to restrict access where required.
Consistent Uses: This bank is also used to maintain a contact list for the purpose of future contact with the individuals, to control the distribution of permits, and to monitor activities on various NCC properties.
Retention and Disposal Standards: Two year after expiry and then destroyed.
RDA Number: 96/035
Related PR#: NCC ECLP-GP 100
TBS Registration: 003649
Bank Number: NCC PPU 063

Property Management and Property Tenant Records
Description: This bank, which may be managed by external property management and leasing services companies on behalf of the NCC, may contain the names of former and present tenants, the former address of a tenant, employment background, annual earnings and number of children. The files contain basic personal information on past owners or tenants of the property and all information pertaining to the leasing of the property, rental charges, payments, collection and credit reports and related correspondence. These records may contain the results of credit investigations of the tenants which were conducted to determine financial capability to rent/lease the property. Applications to rent NCC properties are placed on the appropriate property file. The documents are filed by property ID numbers and they include alphabetic references.
Class of Individuals: General public.
Purpose: The purpose of this bank is to maintain an inventory of all National Capital Commission tenants and applicants for tenancy and to maintain a record of information relating to the management of NCC properties.
Consistent Uses: It is used to identify past, present and prospective tenants of Commission properties. Some information may be disclosed for the purpose of collecting debts owed by tenants as a result of their tenancy. It is also used to assist in the administration of properties acquired on behalf of the federal government. Some information may be disclosed to municipalities in which the properties are located for tax assessments and administration of the payments-in-lieu of taxes program.
Retention and Disposal Standards: Records on individuals are retained for two years after property is vacated. Collection records are retained for six fiscal years after accounts are settled and then destroyed.
RDA Number: 01/009
Related PR#: NCC CPRAM-RD 500
TBS Registration: 003020
Bank Number: NCC PPU 051

Property Transaction Records
Description: The files contain general correspondence, appraisal reports, description of property and basic personal data on the owner. Also included is the final disposition of the case in the form of an option and copies of minutes of the NCC Advisory Committee and decision-making Committees. The records are organized by property parcel number with an alphabetical

cross-reference system. Information is maintained in the form of paper records and Integrated Asset Management Information System (IAMIS).
Class of Individuals: General public.
Purpose: The purpose of this bank is to record the negotiations leading to property transactions.
Consistent Uses: It is used to assist in the administration of policies on the acquisition and expropriation of properties in the National Capital Region on behalf of the federal government.
Retention and Disposal Standards: Records are retained on-site two years and off-site for 8 years and then destroyed.
RDA Number: 01/009
Related PR#: NCC CPRAM-RD 600
TBS Registration: 000808
Bank Number: NCC PPU 045

Public Consultation Lists
Description: Records may contain names, addresses, telephone numbers of members of the public, associations, businesses and public officials on various public consultation initiatives involving the NCC.
Class of Individuals: General public.
Purpose: This bank allows the NCC to provide interested members of the public with additional or follow-up information on various public consultation initiatives.
Consistent Uses: The bank is used to communicate with people who have or could express an interest in specific NCC consultation activities or who may be interested in new NCC consultation initiatives.
Retention and Disposal Standards: Two years or when superseded and then destroyed.
RDA Number: 05/004
Related PR#: NCC SMPC-EX 200
TBS Registration: 003271
Bank Number: NCC PPU 008

Public Contact System (PCS)
Description: This bank contains the name, address, telephone number, type of contact, contact tracking data (such as date of contact and reason for contact). It lists individuals as well as organizations with which the NCC communicates in support of various programs. The lists include, but are not restricted to, people from the following categories: Government/ Political, Community Groups, Associations, Special Interest Groups, General public, Volunteers, NCC Commissioners, Tenants Advisory Committee Members, Media, Sponsors, Land Developers, Contractors, Universities and Students.

Class of Individuals: General public.
Purpose: This bank identifies individuals and organizations that have requested printed information from the NCC and that have been contacted in the past and may be contacted in the future. It is used as the single repository for accurate addresses and information relating to individuals.
Consistent Uses: The bank is used to store the address of and track contact with individuals and groups. It is used to provide addresses for the mailing of individual and/or mass correspondence such as press releases, annual reports and other program-related materials; and it supports communications via telephone. It may be used to track public opinion on various issues regarding the programming of the NCC.
Retention and Disposal Standards: Two years or when superseded and then destroyed.
RDA Number: 05/004
Related PR#: NCC CMER-NP 700
TBS Registration: 003920
Bank Number: NCC PPU 076

Records of the Members of the Commission and of Committees
Description: Files may contain curricula vitae, letters of recommendation, photographs, Orders-in Council, general correspondence and a record of travel expenses and honoraria.
Class of Individuals: Professional people.
Purpose: The purpose of this bank is to maintain a record of all members of the Board of Directors and members of the various corporate and advisory committees within the Commission, and to maintain a record of the communications with these people.
Consistent Uses: The bank is used to help identify personal skills, abilities and suitability of candidates to serve as members of the Board and various corporate advisory committees. It is also used to help identify past members of the Board of Directors.
Retention and Disposal Standards: Records are retained for six years after expiry of terms and then destroyed.
RDA Number: 97/029
Related PR#: NCC OCS-EX 300
TBS Registration: 000800
Bank Number: NCC PPU 005

Site Access Security Clearances
Description: This bank describes information gathered by the NCC to conduct site access security clearances on individuals requiring access to facilities that are critical to the national

interest or to restricted areas for major events. The related records include completed Personnel Screening, Consent and Authorization Forms (TBS-SCT 330-23), Security Clearance Forms (TBS-SCT 330-60), applicable Security Clearance and Personal History Documentation, including individual's name, maiden name (if applicaple) mailing address, certification of educational and professional qualifications, employment, name of employer, job title, deate of death (if applicable), criminal records (including fingerprint impressions used in support of security screening), credit data where required, photographs, family status, country of birth and immediate relatives.

Class of Individuals: Individuals that have submitted applications to the NCC as contractors, volunteers, employees or students and information submitted about their immediate relatives.

Purpose: The purpose of this information is to record the determination of an individual's reliability to protect Crown assets; and to provide information necessary to make a security screening determination in accordance with the Government Security Policy. This information is also used to support decisions on contractual agreements and to accept the services of employees, students and volunteers.

Consistent Uses: Information provided by applicants may only be shared with credit bureaus, the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct security checks in accordance with the Government Security Policy (GSP). Pertinent information may also be shared with other federal departments' security offices if required in order to confirm the individual's security clearance.

Retention and Disposal Standards: Records are retained for two years after the last administrative action then destroyed.

RDA Number: 98/001
Related PR#: NCC HRIM-A826
TBS Registration: 005939
Bank Number: NCC PPU 030

Violation and Enforcement Records

Description: This bank identifies violators and may contain a description of material seized, identification of witnessing officer and any relevant details.

Class of Individuals: General public.

Purpose: The purpose of this bank is to record particulars of the violation of laws and regulations applicable to NCC land and properties.

Consistent Uses: This bank is used to facilitate the administration of justice within Commission-

owned land and properties.

Retention and Disposal Standards: Case files are retained for twenty years, while the on-going master computer tape is retained for ten years and then destroyed.

RDA Number: 96/035
Related PR#: NCC ECLP-BW 100
TBS Registration: 003018
Bank Number: NCC PPU 060

Volunteer Data Bank

Description: This bank contains the names, addresses, telephone numbers, e-mail addresses, and basic personal information such as age, sex, and personal preferences of volunteers who have offered to assist in various capacities for NCC projects and events. Also to gather information about the origin of volunteers, we collect information about the country of birth and the date of arrival in Canada, if available.

Class of Individuals: General public.

Purpose: The purpose of this bank is to maintain a record of volunteers, their participation in events and their preferences for volunteer activities.

Consistent Uses: This bank is used to select volunteers for suitable placement in support of NCC projects and events. The bank also may represent a mailing list which could be used to contact volunteers about other NCC activities.

Retention and Disposal Standards: Two years or when superseded.

RDA Number: 05/004
Related PR#: NCC NP 510
TBS Registration: 002196
Bank Number: NCC PPU 070

Wireless Updater

Description: This bank describes the information collected to administer the NCC Mobile Updater service. The personal information collected includes the name of service subscribers, cellular phone number, e-mail address, voice mail and other mobile service device address, and the subscribers personal preferences.

Class of Individuals: General public who subscribe to the service.

Purpose: The purpose of the Mobile Updater service is to feed up-to-date information as requested to the subscriber on current and upcoming activities within the National Capital Region, according to the subscriber's preferences.

Consistent Uses: This Mobile service is hosted by an outsourced service provider. Usage and demographic information is disclosed on a need-to-know basis.

Retention and Disposal Standards: Information is retained for two years after the subscribers have removed themselves from the program and then destroyed.
RDA Number: 01/009
Related PR#: NCC HRIM-A500
TBS Registration: 005938
Bank Number: NCC PPU 027

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Security Video Suveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information

The National Capital Commission as a whole is involved in activities which tend to generate public response in one form or another. As a result, personal information may be accumulated which is not contained in specific NCC banks listed in this index.

Such personal information may consist of compliments, complaints, suggestions, opinions, proposals, agreements, permits and permissions and may include name, address, telephone number and, in some cases, marital status, age and employment.

This personal information is stored throughout the general subject files and is not normally retrievable by the name of an individual or other personal identifier. It can be located only if specific and sufficient details are provided concerning the event or activity of interest such as: acquisition, development, management, and disposal of properties; planning, construction, maintenance and operation of roads, bridges, parks, pathways and other works; joint projects with municipalities; construction and operation of concessions; grants and subsidies, historical sites and buildings; plans for federal elements in the National Capital Region; public, cultural and recreational activities; tours and services for visitors; promotion of national understanding and awareness of the national capital of Canada; violation of laws and regulations.

The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject records schedules.

Manuals

- Commission By-law 93

- Corporate administrative policies and procedures

- Federal and provincial Acts and regulations including the National Capital Act, the National Capital Commission Traffic and Property Regulations, the Leamy Lake Navigation Channel Regulations and fish and games Acts for Ontario and for Quebec

- Internal manuals on design, signs, safety and maintenance

- Municipal codes and by-laws

Additional Information

Please note: Requests made to the National Capital Commission under the Access to Information Act must be accompanied by a $5.00 cheque or money order made payable to the National Capital Commission.

Requests for further information about the NCC and its various programs and functions may be directed to:

Capital Infocentre
40 Elgin Street, 5th Floor
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National Defence

Chapter 104

General Information

Background

The Minister of National Defence has the control and management of the Canadian Forces and all matters relating to National Defence establishments and works for the defence of Canada. The Canadian Forces, besides forming part of National Defence Headquarters, are organized into seven major functional commands and one command with regional responsibilities. The Department is responsible for the administration of the Canadian Forces Superannuation Act, the Defence Services Pensions Continuation Act, the National Defence Act, and the Visiting Forces Act.

Responsibilities

The role and function of the Department of National Defence, and its principal component, the Canadian Forces, have historically been to ensure the security of Canada and to contribute to the maintenance of world peace.

Its basic roles and responsibilities are to supplement and support the civilian authorities in maintaining surveillance and preserving control over and security within the national territory of Canada and areas of Canadian jurisdiction, to assist civilian authorities in the event of emergency or disaster, to provide search and rescue services, and to contribute to national development. To enhance the security of Canada against military threat, the Department co-operates with the United States in the defence of North America, and co-operates in collective defence measures under the North Atlantic Treaty. The Department promotes international stability by contributing to peacekeeping activities in co-operation with other members of the international community, and by providing military training assistance to friendly nations. It controls, manages, and administers all activities of, and provides the services necessary to ensure adequate supply and technical support for, both the Department and the Canadian Forces. It also provides all levels of training for the Canadian Forces. Finally, the Department works to maintain and advance Canadian scientific and technological knowledge and analytical capability in the area of defence.

Legislation

- Aeronautics Act, R.S.C. 1970; for matters therein relating to defence; otherwise, the designated minister is the Minister of Transport

- Canadian Forces Superannuation Act, R.S.C.

- Defence Services Pension Continuation Act, R.S.C. 1970

- National Defence Act, R.S.C. 1970

- Visiting Forces Act, R.S.C. 1970

Organization

Deputy Minister of National Defence

The DM has primary responsibility for policy, resources and international defence relations.

The Deputy Minister of National Defence is appointed under the National Defence Act by order of the Governor-in-Council, on the advice of the Prime Minister. The Deputy provides the Minister with the broadest possible expert support in all of his or her responsibilities, short of partisan political activities, including consulting and informing Parliament and the Canadian public on defence issues. To this end, the Deputy advises the Minister on policy issues as well as on management concerns, and manages the Department on behalf of the Minister.

The Deputy plays the central role in formulating advice for the Minister on policy matters and on alternative means of achieving government objectives, as well as implementing effectively the government's policies and programs.

The Deputy is authorized in law to exercise on the Minister's behalf management and direction of the Department. In so doing, the Deputy is naturally subject to the Minister's direction. At the same time, the Deputy is required by law to observe financial, administrative and personnel management standards and practices established government-wide by the Treasury Board on behalf of the Ministry as a whole. The Deputy also exercises certain powers of personnel and financial management assigned by law or delegated directly

by the Public Service Commission or the Treasury Board.

The Deputy is an important link for the Minister to the wider government machinery for policy development and decision-making. The Deputy participates in interdepartmental consultations as a contribution to coherent government. These interdepartmental activities also enable the Deputy to inform his or her Minister of initiatives of other departments which may affect the Minister's portfolio, and to advise the Minister (as the Minister chooses) on contributions the Minister may want to make to Cabinet or Cabinet committee discussions.

The Deputy therefore has a fundamental duty to support both the individual and collective responsibilities of the Minister. In so doing, the Deputy is responsible in the first instance to the Minister. As part of the Deputy's participation in the collective management of the government, the Deputy is also responsible to the Prime Minister for responding to the policies of the Ministry as a whole and to the Treasury Board and the Public Service Commission. This includes appropriate interdepartmental consultations where other Ministerial responsibilities are concerned. In this capacity, the Deputy is required to inform the Secretary to the Cabinet of any significant matter affecting his or her Minister's responsibilities.

Chief of the Defence Staff

The CDS has primary responsibility for command, control and administration of the Canadian Forces and military strategy, plans and requirements.

The CDS is appointed by the Governor-in-Council on the advice of the Prime Minister. The CDS also has a special relationship to the Governor General who, as the Queen's representative in Canada, exercises virtually all of her powers under the Constitution and, therefore, serves as Commander in Chief of the Canadian Forces. Thus there is in formal terms, though not in practice, a direct "line of command" from the Head of State through the CDS to all the officers who hold the Queen's Commission and, through them, to all members of the Canadian Forces.

The CDS is charged with the command, control and administration of the Canadian Forces and advises the Minister on all these matters – including military requirements, capabilities, options and the possible consequences of undertaking or failing to undertake various military activities. Whenever required, the Chief of the Defence Staff

advises the Prime Minister and Cabinet directly on major military developments. The CDS is thus the senior military advisor to the Government as a whole.

The CDS implements government decisions involving the Canadian Forces by issuing appropriate orders and instructions. The CDS is accountable to the Minister for the conduct of Canadian Forces activities, as well as for the condition of the Forces and their ability to fulfil the military commitments and obligations undertaken by the government.

Vice Chief of the Defence Staff

The Mission of the VCDS Group is to coordinate and, when appropriate, direct the activity necessary to ensure departmental Defence policy and strategic objectives are achieved.

Chief Reserves and Cadets (C Res & Cdts) – To serve as a credible advisor to the CDS on all pan-reserve (Primary Reserve, Supplementary Reserve, Cadet Instructor Cadre, Canadian Rangers) matters, and to monitor these issues with particular emphasis on ensuring CF policies, procedures and programmes reflect the proper integration of Reserve Force capabilities and characteristics through consultation and advice. The Chief of Reserves and Cadets will also foster the Canadian Forces Liaison Council programme aimed at acquiring employer support for members of the Reserve Force in the civilian workplace. Additionally, C Res & Cdts will control and co-ordinate departmental support for the Cadet and Junior Canadian Rangers programmes.

Vice Chief of the Defence Staff Exec (VCDS Exec) – D NDHQ Sec and SA VCDS are responsible for coordinating a wide variety of corporate issues within the VCDS Group. D NDHQ Sec provides administrative support to several Executive Committees including the Defence Management Committee (DMC), Armed Forces Council (AFC), Non Public Property Board of Directors (NPP BOD), Military Police Advisory Committee (MPAC), and Daily Executive Meeting (DEM).

Director – General Safety (D SAFE G) – The Directorate of General Safety will develop and administer a General Safety Program which meets the legislated requirements of the Canada Labour Code Part II and which provides guidance and direction to reduce accidents in order to add to the operational effectiveness of DND and the CF, minimize personal suffering and financial losses,

and contribute to the morale and well-being of all personnel.

Director General Strategic Planning (DGSP) – DGSP Division assists the VCDS by providing objective analysis and sound advice on strategic planning options and resource allocations, coordinating the management of the Defence Services Program and measuring and reporting on Departmental performance in executing the overall defence mission.

Director General Strategic Change (DGSC) DGSC will be a center of excellence providing high-quality strategic advice and practical support to build Defence's capacity for effective change and transformation.

Canadian Forces Provost Marshal (CFPM) The CFPM is responsible for developing policies and plans to guide the management of security and Military Police resources of the Department. The CFPM is the Departmental Security Officer (designate), the Branch Advisor for the Canadian Forces Security Branch, an active member of the Canadian Association of Chiefs of Police and the departmental member of the interdepartmental Security Advisory Committee. The CFPM also exercises command and control over the National Investigation Service as the Commanding Officer.

Director General Canadian Forces Grievance Authority (DGCFGA): Director General Canadian Forces Grievance Authority is to manage and support the CF Streamlined Grievance Process. Its vision is prompt, fair grievance resolution fully grounded in law, policy and equity. DGCFGA received and review all CDS level grievances submissions to ensure that those that must be referred to the Canadian Forces Grievance Board (CFGB) are forwarded in a timely fashion and to provide the CDS with options and an impact assessments. DGCFGA is also to provide advice and guidance to all CF members concerning the rules and regulations pertaining to the CF Streamlined Grievance Process.

Canadian Forces Support Unit Ottawa CFSU (O) – Canadian Forces Support Unit Ottawa provides centralized support services to all components of NDHQ and assigned units within the National Capital Region (NCR) and abroad.

Associate Deputy Minister of National Defence

The Associate Deputy Minister of National Defence is appointed under the National Defence Act by order of the Governor-in-Council, on the advice of the Prime Minister.

The Associate works closely with the Deputy Minister and Minister and contributes to the full range of issues within the mandate of the department as well as to the management and governance of the department.

The Associate DM has a key role in formulating advice for the Minister on policy matters as well as implementing effectively the government's policies and programs. The Associate represents the department on committees and more generally in building and maintaining relationships with other government departments and other governments.

Assistant Deputy Minister – Finance and Corporate Services

ADM(Fin CS) is the Senior Financial Officer of the Department of National Defence, and is charged with ensuring the integrity of the financial management and control framework. ADM(Fin CS) provides comptrollership guidance and the financial authorities framework and advice necessary to support the resource management process and ensures the provision of corporate services to support DND/Canadian Forces (CF). The responsibilities of the Finance and Corporate Services Group are divided into three main areas, which are: Financial Management, Financial Operations, and Corporate and Shared Services.

Director General Financial Management (DG Fin Mgmt) provides financial support to DND/CF. DG Fin Mgmt is currently the SFFO for DND and CF Comptroller. The Division provides the Departmental comptrollership framework, financial community management and guidance, financial policy, costing and decision support services, budget management and economic services, and oversee DND's international and domestic financial arrangements, including the financial aspects of foreign military training; coordinate and oversee DND's financial interaction with the UN; and perform the corporate financial oversight for the CF's deployed operations.

The Directorate of Financial Arrangements and Support to Operations (DFASO) is responsible for planning, coordinating and overseeing DND's international and domestic financial arrangements, including the financial aspects of foreign military training; coordinating and overseeing DND's financial interaction with the UN; and performing the corporate financial oversight for the CF's deployed operations.

The Directorate of Budget (DB) is responsible for developing and monitoring budget management process, administering the departmental budget, developing and implementing DND's inputs into the government's Expenditure Management System and the provision of financial advice.

The Directorate of Strategic Finance and Costing (DSFC), in support of corporate priorities, is the Department's centre of excellence for strategic financial and economic considerations and is responsible for providing expert analysis and advice in the subject areas of strategic resource planning, strategic operational costings, economics research, and broad Defence Program issues.

The Directorate of Financial Policies and Procedures (DFPP) is responsible for the development, establishment and maintenance of the financial management accountability framework for the Department, including the delegated financial authorities. In addition, DFPP is responsible for the development and interpretation of financial management policies and procedures for use within the Department.

The Comptrollership Secretariat (Compt Sec) serves as the centre of excellence for the ongoing promotion of sound comptrollership throughout DND/CF as well as the management, including training, of both the military and civilian financial management community.

The Directorate of NATO Defence Support (D NATO DS) is responsible for the coordination and oversight of DND's financial interaction with NATO. This Directorate also supports ADM(Mat)/DGIIP.

Director General Financial Operations (DG Fin Ops) provides core financial corporative functions to DND and a core Military HR function associated with military pay and pension administration. The core financial activities including: the maintenance of the departmental financial control framework, the provision of a financial management reporting capability, the preparation of the monthly and annual financial statements, the consolidation and submission of the DND input into the Public Accounts and the preparation and publishing of Departmental Financial Statements; the maintenance of a system of record for all financial transactions, the management of an accounts receivable and accounts payable function in the NCR including an FAA compliance and challenge function and the management of the Departmental Working Capital fund.

Director Financial Accounting (DFA) – is responsible for the provision of a corporate integrated accounting and financial reporting framework to meet financial accounting and reporting requirements for DND and central agencies. DFA is responsible for the day-to-day operation and effective management of the Financial and Managerial Accounting System (FMAS) for its timely and accurate payments and financial reporting. DFA coordinates the ongoing work on accrual accounting to ensure a consistent, logical and integrated approach to the implementation of accrual accounting and accrual budgeting.

Director Accounts Processing, Pay and Pensions (DAPPP) – is responsible for centralized accounting functions for DND including: revenue management, working capital account management, individual and group travel cards management, emergency cheque issue and a dedicated Departmental Accounting Office for the National Capital Region that includes an accounts payable function, management of acquisition cards and a payment policy compliance function. In addition DAPPP is also responsible for: Military Pay systems, procedures and administration; and Pension Administration for the Canadian Forces including: pension administration systems, member and contributor services and a pension comptroller function.

Director General Corporate and Shared Services (DGCSS) – specific responsibilities include providing corporate administrative services, including direct support to the Minister in respect to ministerial correspondence, regulatory affairs, delegation of ministerial signing authorities for submissions to Treasury Board, Access to Information and Privacy, analysis, development and promulgation of corporate policies (DAODs), regulations (QR&Os) and Cabinet Submissions, including capital projects to support DND/CF operations at all levels. Also, DGCSS provides shared support services for all units in the National Capital Region, leading strategic initiatives within DND dealing with corporate administration such as business continuity planning, and the NCR Office Accommodation Strategy. In addition DGCSS is responsible for coordinating DND participation in government wide initiatives for the modernization of internal management and services, and central agency initiatives on Smart Regulations, legislative issues and others.

Director Access to Information and Privacy (DAIP) – is mandated to administer all aspects of the Access to Information Act and the Privacy Act within the Department of National Defence and the Canadian Forces.

Director Management Policy Development (DMPD) – is responsible for coordinating, planning, validating, analyzing and promulgating administrative policy direction; and for developing, analyzing, validating, reviewing quality, and processing submissions to Treasury Board, Governor General in Council, the Minister, and Chief of Defence Staff for approval. DMPD is also responsible for DAOD and QR&O publication, and central agency initiatives respecting regulatory and legislative affairs matters.

Minister's Correspondence Unit (MCU). The MCU is charged with producing professional, accurate and timely correspondence for the Minister of National Defence.

Director NDHQ Shared Support Services (D NDHQ SSS). The Corporate Support portion of this organization is charged with providing mail management and services, in addition to records advisory and support service to NDHQ and CF components located within the National Capital Region. The Client Support portion provides general administrative support to all NDHQ clients through client service centres located within core buildings in the National Capital Region.

Director Planning and Coordination (Finance and Corporate Services) (DPC(Fin CS)) – is the senior advisor to the ADM(Fin CS) on Group management issues involving the planning and direction of strategic and corporate business planning/management, human resources business management, financial resource management, strategic planning, audit and evaluation, performance measurement, and organization and establishment activities for the ADM(Fin CS) Group. This organization is also responsible for ensuring improved coordination between DND/CF and the Minister's Portfolio Partners, and coordinating/advising on IM/IT requirements for the ADM(Fin CS) Group.

Assistant Deputy Minister – Human Resources (Civilian)

ADM(HR-Civ) is responsible for identifying issues of critical importance to civilian human resources (HR) management; developing strategic plans to ensure an effective and sustainable workforce; and, the delivery of civilian HR services across the country. The ADM is also responsible for providing HR monitoring, management advice and strategic guidance on civilian HR matters affecting the Department of National Defence (DND)/Canadian Forces (CF) objectives.

Chief of Staff (COS) functions as the business manager and integrator for HR-Civ and is responsible for providing a range of corporate services to the ADM(HR-Civ) Group including: continuous improvement of and governance support for civilian HR services; strategic HR and business planning, including performance measurement and reporting; comptrollership; communications; information management and information technology for Intranet and applications support and maintenance as well as system security; and, civilian HR business management, including the co-ordination of ADM (HR-Civ) corporate management issues such as Access to Information and Privacy (ATIP), Parliamentary questions, official languages, event planning, awards as well as audits and evaluations.

Director General Civilian Employment Strategies and Programmes (DGCESP) provides leadership, strategic direction, policies, programs, operational services and expert advice in HR management in support of the Defence mission and aligned to government priorities and direction. DGCESP contributes to the success of ADM(HR-Civ) enabling DND/CF to achieve its military mission, business and government-wide objectives. DGCESP does this by providing leadership and strategic policy advice, programs and services in its areas of expertise: Classification and Organization Design, Staffing, Recruitment and Work Force Adjustment, Executive Services, Employment Equity (EE)/Diversity and Employee Well-being which includes the Employee Assistance Program (EAP), Awards and Recognition, as well as Competency-Based Management (CBM).

Formerly known as Director General Employee Relations (DGER), Director General Labour Relations and Compensation (DGLRC) is responsible for policy development and advice on employee relations matters, including civilian discipline, compensation, pensions, collective bargaining, union consultation, harassment, exclusions and designations, and strike management and contingency planning. This division manages the various recourse mechanisms open to civilian employees and is the final level of the departmental grievance

procedure, as well as the final departmental level for National Joint Council (NJC) grievances. It is the delegated authority to deal with complaints under the Canadian Human Rights Act against the Department from employees and members of the public. DGLRC is also the point of contact representing departmental interests with central agencies, including the Treasury Board Secretariat and the Canadian Human Rights Commission.

Director General Learning and Professional Development (DGLPD) is responsible for developing, implementing and administering departmental strategies, policies, programs and services in the areas of learning and professional development for DND civilian employees. DGLPD is responsible for leadership development programs, including the Career Assignment Program (CAP) and Management Trainee Program (MTP) in addition to other professional development programs; second language training for civilian employees; and the civilian component of the Defence Learning Network initiative. DGLPD also provides departmental managers with organizational development and change management expertise.

Director General Regional Civilian Human Resources Services (DGRCHRS) delivers HR programs and services through the DG's office and six Civilian HR Service Centres (CHRSC): Pacific, Prairies, Atlantic, Eastern, Ontario and National Capital Region (NCR). This division directly advises military and civilian managers and employees and offers HR services which include: HR planning and HR program implementation; resourcing services; classification, including organizational design and analysis; compensation services (including support for disability and occupational injury, appeals of decisions of workers compensation boards), long service awards; and labour relations services (first and second level grievances). CHRSC also provide a range of services through a network of Learning and Career Centres. Training courses are available as well as support programs and services for career and professional development.

ADM(HR-Civ) is responsible for civilian HR management, policies and programs for DND. Involved in issues and practices related to the management of a civilian workforce, the group maintains information holdings in the following areas:

Awards and Recognition Program – general guidance and advice on the management of the Awards and Recognition Program within DND.

Canadian Human Rights Commission – Policy, guidelines, and general correspondence files on the relationship between the institutions created by the Canadian Human Rights Commission and DND.

Civilian Employee Training – the management and direction of learning and professional development programs and services for civilian employees.

Civilian Employment Policies – General guidance on staffing, employment adjustment and redeployment.

Assistant Deputy Minister – Infrastructure and Environment

ADM(IE) is responsible for providing DND/CF with leadership, policy, planning, advice, oversight, support to operations and services in matters of realty assets, architecture & engineering, environmental, UXO, nuclear safety, fire services and military engineering, including EOD and force protection engineering. This involves advising, developing, setting and implementing policies for the support, delivery and maintenance of RA, environmental, UXO, nuclear safety, fire protection and military engineering matters, as well as providing oversight and ensuring fire protection and nuclear safety compliance. Furthermore, ADM(IE) is responsible for oversight of the Canadian Forces Housing Agency (CFHA).

DG Realty Policy and Plans (DGRPP) – Realty asset strategic planning, governance, policy development, interpretation, and monitoring; RA performance measurement; aboriginal affairs; property information and research questions, standards, guidelines, processes and specification templates; realty and facilities management, guidance and direction, policy and regulatory interpretation and impact analysis; realty centres of excellence to guide RA transactions; corporate RA budget management; UXO management of active and legacy sites.

Director General Military Engineering/J3 ENGINEER (DGME/J3 ENGR). DGME/J3 ENGR provides military engineering advice and services to DND/CF.

DG Environment (DGE). The DGE is the senior departmental environmental advisor for environmental policy development and oversight, environmental advocacy for DND/CF. It also

gives guidance and oversight of the departmental environmental program; specific environmental services to other L1s, and management of environmental issues, including assigned projects and management of the Corporate Environmental Program (CEP).

DG Nuclear Safety (DGNS) – DGNS, as Nuclear Safety Regulatory Authority under the Exclusion Order, ensures that DND/CF has an effective nuclear safety program to protect the environment and the health, safety and security of people; is the senior departmental advisor on nuclear technology; ensures that CF operations (domestic and foreign) maintain a high level of operational flexibility with respect to nuclear activities, i.e. Exclusion Order; maintains a high level of safety of troops, personnel, and environment with respect to nuclear activities; develops and enforces DND/CF nuclear safety regulations that are generally consistent with civilian practices.

Director Infrastructure & Environment Corporate Services (DIECS) – DIECS provides advice and select services to support the delivery of ADM(IE) activities; establishment & application of HR principles; assistance & advice on HR activities and admin support services (travel, security, accommodation, general office support); management of information resources including IE applications lifecycle (excluding defining user requirements), information security and communications; linguistic quality and translation services, compliance to the Official Languages Act and implementation of the Ethics program.

Infrastructure & Environment Comptroller (IE Compt). IE Compt provides financial services, budget management, business planning and management reviews to support the delivery of ADM(IE) activities.

Herbicide (Agent Orange) Project Team – The project team reports directly to ADM(IE) and is responsible for coordinating all matters concerning the Herbicide (Agent Orange) Project. The intent is to build upon this team to put in place a permanent, dedicated issues management unit within the IE Group. Current and new issues will be assigned to this unit as the resources and capacity are put into place. In this regard, IE Group coordination of broad issues on the future use of Goose Bay has been assigned to this team.

Canadian Forces Housing Agency (CFHA). CFHA exists to meet the housing needs of military families. CFHA has a mandate to operate and maintain suitable housing, to determine future housing needs and develop contemporary solutions and to implement DND's Accommodation Policy. CFHA operates within a policy framework that includes CF personnel, real property management policies and environmental policies, as well as Treasury Board policies on real property, environment and human resources management.

Assistant Deputy Minister – Information Management

The ADM (IM) is responsible to lead the planning, delivery and operation of information management assets and associated information technologies to support the missions, operations and administration of the Department of National Defence and the Canadian Forces. The IM Group is organized into four Divisions, one Formation, a number of field units and the Communication Reserve. The Divisions are located in Ottawa, while the field units are located across the country.

Information Management Technology (DGIMT) is responsible for the planning, engineering, integration, delivery and support of secure and non-secure Information Technology (IT) services, products and systems that meet the communications needs of the Department of National Defence and the Canadian Forces. DGIMT is also the Departmental authority for the provision of integrated IT services and enterprise IT infrastructure support, and for IT security.

Enterprise Applications Services (DGEAS). The DGEAS Division is responsible for the support of enterprise applications; the definition of information integration solutions to address the business needs of other DND organizations; and, the future planning and management of assigned enterprise applications. Enterprise applications are applications that support the business or operational needs of a cross-functional community of users. DGEAS supports and manages the following Departmental ERP and non-ERP systems: FMAS (SAP), CFSS (MIMS), HRMS (Oracle/People Soft), RDIMS (Hummingbird PC DOCS), CCPS, and RPSR as well as their interfaces to external and local departmental applications.

Information Management Project Delivery (DGIMPD). DGIMPD is the principal product Division of the IM Group, with the project management skills, procedures and supporting infrastructure required to deliver timely solutions for DND/CF requirements above the tactical/ service specific level, and set standards/provide

oversight for all IM Projects during development and implementation. DGIMPD provides IM capabilities and transition support which together allow timely access to information required by Commanders and Group Principals in the conduct of Departmental and Canadian Forces missions and tasks, in peace and war.

Information Management Strategic Direction (DGIMSD) – Acts as a focal point for strategic IM issues for all sectors of DND and the CF. This includes developing information management governance, strategy, plans and requirements. It also coordinates departmental IM policy, international and national interoperability and Information Management & Information Operations doctrine and concepts.

The Canadian Forces Information Operations Group (CFIOG) is responsible for the coordination, development and employment of assigned Information Operations enabling capabilities for the Canadian Forces and for the Department of National Defence. The Group is comprised of the following four units: Canadian Forces Station (CFS) Leitrim, Canadian Forces Station (CFS) Alert, Canadian Forces Network Operations Centre (CFNOC) and Canadian Forces Electronic Warfare Center (CFEWC).

Communication Reserve (Comm Res) – Contributes to generating combat capable Communication and Information System (CIS) elements and support elements of Information Operation (IO) to augment CF Operations at home and abroad. Consisting of a national headquarters in Ottawa, 5 Communication Group Headquarters and 23 units across Canada, the Comm Res conducts recruit, occupational and leadership training in order to fulfill its force generation tasks.

Assistant Deputy Minister – Materiel

The Assistant Deputy Minister (Materiel) or ADM (Mat) is responsible for ensuring effective materiel acquisition and logistics support to the Canadian Forces and the DND. This involves a major role in the planning and implementation of the Long-Term Capital Equipment Plan, the National Procurement Plan to sustain in-service equipment, and logistics planning and support operations in general.

Chief Of Staff Assistant Deputy Minister (Material) – The position of COS ADM (Mat) is the designated alternate for the ADM (Mat) in his or her absence. The COS develops and evolves strategies, programs and policies concerning all internal management support services, the

corporate coordination of services in support of the ADM's mandate and the requisite business management services.

Director General Maritime Equipment Program Management (DGMEPM) – DGMEPM oversees naval force acquisition and materiel support.

Director General Land Equipment Program Management (DGLEPM) – DGLEPM delivers equipment programs and weapons systems support for land forces.

Director General Air Equipment Program Management (DGAEPM) – DGAEPM provides procurement, logistic and engineering support for Air Force equipment and weapon systems.

Director General Equipment Program Services (DGEPS) – DGEPS manages a broad range of common materiel and services such as ammunition, technical information and disposals.

Director General International And Industry Program (DGIIP) – DGIIP supports the development of the Canadian defence industry and promotes defence materiel interests internationally.

J4 Materiel/Director General Logistics (J4 Mat/DG Log) – J4 Mat/DG Log plans and coordinates logistics support for Canadian Forces' operations. J4Mat/DG Log also provides technical staff advice to the Canadian Forces including: Supply, Transport, Food Services and Postal support systems.

Project Management Office Maritime Helicopter Project (PMO MHP) – PMO MHP leads the replacement of the CH124 Sea Kings with new Maritime Helicopters.

Director Major Service Delivery Procurement (DMSDP) – DMSDP implements and manages major service contracts with the private sector that can be integrated into the DND/CF environment.

Assistant Deputy Minister – Policy

The ADM(Pol) is the principal source of defence policy advice and is responsible for: the analytical basis of defence policy; support in the formulation and execution of defence policy; advice and support in dealing with Cabinet and Parliament; advice on managing issues bearing on national unity and relations with provincial governments; coordination of national policies and departmental relations with central agencies and other government departments, including the Privy Council Office, Foreign Affairs Canada and the Canadian International Development Agency; assistance in fostering and nurturing a national

pool of expertise and interest in defence and international security issues; management of the Department's bilateral and multilateral defence and international security relations, including support and advice to the Minister and representation of Canada at the UN, NATO and other meetings and on committees of those institutions; and management of the Military Training Assistance Program offered to developing non-NATO countries.

Assistant Deputy Minister – Public Affairs

The ADM (PA) organization is responsible for the management of all aspects of national defence-related public affairs. Its mission is to inform Parliament, Canadians, Canadian Forces members and DND employees of the roles, mandate, activities and priorities of the Department of National Defence and the Canadian Forces. Military and civilian public affairs personnel across Canada, and around the world provide services to the Canadian public and members of DND and the CF.

Assistant Deputy Minister – Science And Technology

The ADM (S&T) is also the Chief Executive Officer (CEO) of the Defence R&D Canada (DRDC), an Agency within the Department of National Defence. DRDC's mission is to facilitate and enhance the ability of decision makers to make informed decisions on defence policy, force generation, and procurement by providing expert scientific and technological (S&T) knowledge. DRDC contributes to the success of military operations by pursuing Research and Development (R&D) activities that provide improved support, knowledge, protection, and response to potential threats, and enhances the preparedness of the Canadian Forces by assessing technology trends, threats and opportunities, and by exploiting emerging technologies.

DRDC contributes to the creation and maintenance of a Canadian defence S&T capability that is internationally competitive, by contracting-out to industry, by transferring technology to industry and by entering into partnerships in which cost and risk are shared, and conduct S&T projects for clients external to DND, in order to assist the Agency in developing and maintaining its defence-related technological capabilities.

Canada Command (Canada COM)

Reporting directly to the Chief of the Defence Staff, the Commander of Canada Command (Canada COM) is responsible for the conduct of all domestic operations – routine and contingency – and will be the national operational authority for the defence of Canada and North America.

Canada Command commands six regional commands: North, Pacific, West, Central, East, and Atlantic. The Regional commands are under the operational command of the Commander of Canada COM and are responsible for the conduct of all routine and contingency operations in their respective area of responsibility in Canada.

Canadian Expeditionary Force Command (CEFCOM)

CEFCOM HQ is located in the Star Top building in the National Capital Region (NCR). The mission of CEFCOM HQ is to "enable effective command and set the conditions for operational success by proactively scanning the global security environment, planning for evolving contingencies, engaging strategic partners, and shaping, synchronizing, and sustaining operational capabilities to achieve timely and decisive strategic effects". CEFCOM HQ has a continental J Staff structure with an integral support section under the HQ Commanding Officer. CEFCOM HQ also has a Command Secretariat to support the Command Group. CEFCOM HQ is a lodger unit of Canadian Forces Support Unit (Ottawa) (CFSU(O)) and is supported by CFSU(O) Detachment Star Top. In the interest of increased efficiency, CEFCOM HQ shares some common services with the other occupants of Star Top, including Canada COM and CANOSCOM, wherever practical.

CF JHQ – The CF JHQ forms the deployable element of CEFCOM HQ based in Ottawa. The CF JHQ is a lodger unit of CFB Kingston. Its mission is to provide the Commander of the Canadian Expeditionary Force Command (CEFCOM) with a joint high-readiness rapidly deployable operational-level integrated command-and-control capability for assigned tasks in order to achieve CEFCOM stated military objectives.

Standing Contingency Task Force (SCTF). Established to respond rapidly to emerging crises. This high-readiness task force will be made up of existing, designated maritime, land, air and special operations elements organized under a single integrated combat command structure. It will be ready to deploy within 10 days' notice and will

provide an initial CF presence to work with security partners to stabilize the situation or facilitate the deployment of larger, follow-on forces should circumstances warrant. The SCTF will also provide a land- or sea-based command element capable of leading a multinational contingent for a period of up to six months.

Mission Specific Task Force (MSTF) These task forces, which will be drawn from forces maintained at different states of readiness and structured for longer deployments, will carry out combat and peace support operations. They will be made up of maritime, land, air and special operations elements, and could be deployed as follow-on forces to the Special Operations Group (SOG), the SCTF or as stand-alone contributions to other operations. The MSTF will also be capable of lead-nation status in multinational peace support operations for limited periods.

Canadian Operational Support Command (CANOSCOM)

Canadian Operational Support Command (CANOSCOM) supports all Canadian Forces domestic, continental and international operations. Its first task is to generate task-tailored operational support organizations for the new operational commands – Canada Command (Canada COM), Canadian Expeditionary Force Command (CEFCOM) and Canadian Special Forces Command (CANSOFCOM).

CANOSCOM is responsible for planning and executing the delivery of national-level operational support for theatre activation, sustainment and termination of a CF operation. Within CANOSCOM is a full range of all combat support and combat service support functions, including aspects of military engineering, health services, military police, logistics, land equipment maintenance, personnel support, resource management, and communications and information systems (CIS).

On February 1, 2006, CANOSCOM assumed command of the Canadian Forces Joint Support Group (CF JSG), the CF Joint Signal Regiment (CFJSR) and J4 Logistics.

The CFJSG is a rapidly deployable formation that arranges and provides operational-level support to CF international and domestic operations. The CFJSG will also be able to co-operate with coalition partners and host nations, thereby relieving our tactical units of support-related tasks.

The CFJSR provides close signal support and general CIS capabilities for international and domestic contingency operations through a rapidly deployable National Command, Control and Information System (NCCIS) that is equipped with the infrastructure (i.e., line and cable capabilities) to sustain operations in an active theatre.

J4 Logistics co-ordinates national-level logistics support to CF operations and provides the focal point for materiel and operational logistics support of Canada's current and projected defence commitments.

Canadian Special Operations Command (CANSOFCOM)

This command is responsible for Special Forces units with the Canadian Forces. It includes Joint Task Force 2 (JTF2), the newly formed Canadian Special Operations Regiment (CSOR), the Joint Nuclear Biological and Chemical Defence (JNBCD) Company, and a special operations aviation unit based on 427 Tactical Helicopter Squadron at Canadian Forces Base Petawawa.

Chief of the Air Staff and Commander of Air Command

The Chief of the Air Staff (CAS) and Commander of Air Command reports directly to the Chief of the Defence Staff and advises him and the department on Air Force related activities. Air Command comprises 1 Canadian Air Division (1 Cdn Air Div) including 13 Wings dispersed across Canada. As Chief of the Air Staff, he is assisted of the Air Staff located at National Defence Headquarters in Ottawa and by the Commander 1 Cdn Air Div and his headquarters staff located in Winnipeg.

The Air Staff, as indicated in the above paragraph, supports the CAS in executing his NDHQ and Commander of Air Command responsibilities. The Air Staff is comprised of three Divisions, each of which have subordinate Directorates, and six other Directorates; these Divisions and Directorates report through the Assistant Chief of the Air Staff (ACAS) to CAS. Further, there are five Advisors who report directly to CAS. The CAS is also supported by the CAS Exec Staff.

The Assistant Chief of the Air Staff (ACAS) The ACAS coordinates and implements into a cohesive programme within the Air Force and with CF and external partners performance objectives set by the CAS. More specifically ACAS is charged with the implementation of approved Air Force policies, the direction of Air force development,

the monitoring of Air operations, the supervision of Air personnel planning and development, the control of Air resources, Air Reserve strategic development, and Air Public Affairs. The ACAS supervises and monitors the overall activities of the Air Staff in order to provide sound Air Force advice to the CAS, DND and the Government.

The Director General Force Development (DG Air FD) – is responsible for providing the Chief of Air Staff advice concerning strategic-level air force development activities. There are four Directorates in the Force Development Division.

The Directorate of Air Strategic Plans (D Air SP) – is responsible for the production of strategic level Air Force doctrine, guidance for the development of operational and tactical doctrine, the conduct of Air Force strategic assessments, and the coordination of Air Force R&D activity. D Air SP provides advice to the Chief of the Air Staff (CAS) on the capabilities and technologies that the Air Force will require to remain responsive, relevant and effective in the Horizons 0 and 1 global security environment. In addition to near-term analysis, D Air SP conducts Horizons 2 and 3 capability based planning/capability management and concept development for the Air Force, through CFD. The directorate authors and revises strategic level publications such as Strategic Vectors, The Aerospace Capability Framework and CAS Planning Guidance, the latter of which, directs the management of all Air Force Programs and resource commitments within the in and out years. D Air SP manages all formal and informal Air Force Joint, International and Multi-Agency relationships through liaison with national and international militaries and organizations such as NORAD, NATO, ASIC, SICOFAA, the UN and other federal government departments. The directorate is also responsible for proposing Air Force standing commitments to NATO and the UN, and for developing force structure options based on these commitments. D Air SP also attends the daily Strategic Joint Staff Operations briefings and provides the Air Force perspective and contribution to the "Battle Rhythm" assessment for the CDS. The directorate has four sections and reports to the Director General Air Force Development (DG Air FD).

The Directorate of Air Requirements (DAR) is responsible for the development and advancement of Air Force projects through the Defence Management System, for Air Force capital project advice to senior Air Force leadership and the Miscellaneous Requirements equipment program. This directorate reports to the Director General Air Force Development (DG Air FD).

The Directorate of Air Programs (D Air Prog) – provides advice to the Chief of the Air Staff and other members of the Air Staff on the delivery of air capability in the near term and also influences centrally driven projects/programs to ensure that they meet air force requirements within Horizon 1. In doing so, D Air Prog works closely with both DAR and D Air SP in bridging the capability gap between the present and the future, focusing principally on influencing the development and delivery of C2/IM/IT systems/services, infrastructure and environmental programs. This directorate reports to the Director General Air Force Development (DG Air FD).

The Directorate of Air Staff Operational Research (DASOR) – conducts strategic operational research and analysis in support of the Chief of the Air Staff by providing a scientific basis for assessing policy, plans and decisions. This directorate reports to the Director General Air Force Development (DG Air FD).

The Director General Air Personnel (DG Air Pers) Division – is responsible to the Chief of the Air Staff for the provision of advice concerning personnel issues and to develop measures, in coordination with ADM (HR-Mil) and ADM (HR-Civ), to combat the challenges facing the Air Force. There are three Directorates in the Air Personnel Division.

The Directorate of Air Personnel Production Development (D Air PPD) – provides strategic advice to the Chief of the Air Staff on air force military occupations management and individual training, education, and professional development policy and production. The directorate also sustains air force capabilities and readiness to meet Defence Program tasks. This directorate reports to the Director General Air Personnel (DG Air Pers).

The Directorate of Air Personnel Management (D Air PM) – is responsible for providing strategic advice and guidance regarding CF and Air Force personnel policies. This includes career management issues, grievances, support and administration services. This directorate reports to the Director General Air Personnel (DG Air Pers).

The Directorate of Air Civilian Management Services (D Air CM SVC) – provides strategic advice and guidance to the Chief of the Air Staff

and senior management on the implementation of DND and Air Force civilian personnel policies and programs. This includes Employment Equity, Continuous Learning and Professional Development, HR planning, Labour Management Relations, Awards and Recognition, Classification, Official Languages, and the Employee Assistance Program. This Directorate reports to the Director General Air Personnel (DG Air Pers).

The Director General Air Reserve (DG Air Res) Division – is responsible to the Chief of the Air Staff (CAS) for the provision of advice on issues affecting the Air Reserve and for the coordination with DG Air Pers and DG Air FD of strategic-level development activities involving the Air Reserve within a Total Force capability model. Director General Air Reserve (DG Air Res) represents the CAS and the Air Reserve at Chief of Reserves and Cadets Council meetings and other outside agencies regarding Air Reserve matters.

The Directorate of Air Reserves (D Air Res) D Air Res supports the Director General Air Reserves in the development of strategic direction for the Air Reserves and the coordination of pan-reserve and strategic Air Reserves issues. This directorate reports to the Director General Air Reserve (DG Air Res).

Air Staff Directorates reporting directly to ACAS

The Directorate Of Air Staff Coordination (DAS Coord) – coordinates Air Staff (AS) staffing activities as the AS Chief of Staff. DAS Coord supports the CAS as the Secretary, Airworthiness Advisory Board, coordinates the development and maintenance of the Air Command Orders, provides personnel, administrative and financial support to the AS, leads and supports the Air Resrve Flight Ottawa, Central Band (includes the Air Command Pipes and Drums), and administers the Canadian Air Force participation in the System of Cooperation Amongst the Air Forces of the Americas (SICOFAA) program.

The Directorate of Flight Safety (DFS) – aims to preserve the operational capability of the Air Force by leading a proactive flight safety program that minimizes the loss of aviation resources. The DFS mission has three elements: the management of an efficient FS program, the investigation of CF aircraft occurrences and the monitoring, as the Airworthiness Investigative Authority, of the Airworthiness Program by identifying issues and deficiencies and reporting them to the

Airworthiness Authority, the Chief of the Air Staff and Commander of the Air Force.

The Directorate of Air Comptrollership and Business Management (D Air CBM) -provides strategic business, organization and establishment, financial management, and managerial accounting support to the Air Force. D Air CBM is also mandated to provide independent advice to senior management in three areas: Examination and Review Services; National Programs; and, Special Examinations. This directorate is also responsible for Business Planning and Performance Measurement and Performance Measurement Framework.

The Directorate of Air Public Affairs (D Air PA) – is responsible for providing CAS with strategic level advice and policy coordination for all air force public affairs activities.

Director Air Contracted Force Generation (D Air CFG) – reporting to the Assistant Chief of the Air Staff (ACAS), is responsible for strategic pilot production analysis, contract quality assurance, marketing, business and financial management, providing technical authority advice and support, Memorandum of Understanding (MOU)/Service Level Agreement (SLA) development and negotiation roles for all NATO Flying Training in Canada (NFTC), Contracted Flying Training and Support (CFTS) pilot training and Goose Bay Foreign Military Training(FMT).

There are five advisors to CAS: Air Command Chief Warrant Officer (CCWO); CAS Special Advisor (CAS Sp Adv); Air Command Surgeon (AirCom Surg); Air Command Chaplain (AirCom Chap); and the Judge Advocate General Advisor, Commander Air Command (AirCom JAG Adv).

1 Canadian Air Division

1 Canadian Air Division (1 Cdn Air Div) serves as the central point of command and control for Canada's operational Air Force and including the provision of surveillance and defence forces to meet Canada's Commitments to NORAD. Thirteen Air Force Wings report operationally to 1 Cdn Air Div HQ:

1 Wing Kingston – is the headquarters of the Griffon helicopter and the centre of excellence for Tactical Aviation in Canada. It provides combat-ready, tactical aviation forces in support of the Army and Canadian Defence Policy anywhere in the world. Its six tactical helicopter and training squadrons are located at bases across the country.

3 Wing Bagotville – is located in Quebec's Saguenay region. It provides general purpose, multi-role, combat capable CF-18 (Hornet) forces in support of domestic and international roles of Canada's Air Force such as the Gulf War. It also provides search and rescue missions using CH-146 helicopters.

4 Wing Cold Lake – is the largest fighter base in Canada. It provides general purpose, multi-role, combat capable CF-18 (Hornet) forces in support of Canada's domestic and international Air Force roles such as the Gulf War. Home of fighter pilot training for the Canadian Forces, 4 Wing attracts Top Gun crews from all over the world to our annual air combat exercise, Maple Flag. 4 Wing is also home to the NATO Flying Training in Canada (NFTC) Phase IV Tactical Fighter Training on the CT – 155 Hawk.

5 Wing Goose Bay – is the site of allied tactical flying training in Canada. 5 Wing also serves as a NORAD CF-18 deployed operating base and airfield and supports a mix of aviation activities, both military and civilian, in North-Eastern Canada. Integral to 5 Wing is 444 Combat Support Squadron dedicated to search and rescue missions and medevac throughout Labrador.

8 Wing Trenton – is the home of Canada's Air Mobility forces. From delivering supplies to the high Arctic, to providing strategic and tactical airlift of personnel and equipment in support of Canadian Forces operations around the world, 8 Wing responds to the needs of Canadians on a moment's notice. Also responsible for Canada's largest Search and Rescue region, comprising Central and Northern Canada, the Wing has rescued countless Canadians, often under the harshest geographic and climatic conditions. 8 Wing also hosts the Canadian Parachute Centre and the world famous Skyhawks army parachute demonstration team.

9 Wing Gander – Is home to the 103 Search And Rescue (SAR) Squadron, providing full-time SAR services to Newfoundland and Labrador. When a call for help comes in, SAR crews at 9 Wing Gander are ready to deploy in any direction from their base in Canada's most easterly province, Newfoundland. 9 Wing Gander also supports the Canadian Coastal Radar facility, which delivers timely and accurate radar information and is in direct support to the NORAD defence agreement. 9 Wing also supports a Detachment of CFS Leitrim Ottawa.

12 Wing Shearwater – is the home of the CH-124 Sea King helicopter. 12 Wing is the sole provider of multipurpose shipborne helicopters, aircrew and air technicians that support Canada's Navy on both coasts. The Wing's operational squadrons, 443 (MH) Sqn in Victoria, B.C. and 423 (MH) Sqn in Shearwater, N.S. regularly deploy helicopter air detachments for both international and domestic operations.

14 Wing Greenwood – is nestled in the heart of Nova Scotia's beautiful Annapolis Valley. Flying the Aurora aircraft, Greenwood is a leader in developing and applying air power for airborne intelligence, surveillance, reconnaissance and control, and maritime rescue in global, joint/combined operations.

15 Wing Moose Jaw – this Western Canadian Air Base is the site of the NATO Flying Training in Canada (NFTC) Program. Canadian and participating nations Qualified Flying Instructors (QFIs) provide the flying training, with the industry team providing the aircraft maintenance and the simulator and classroom instruction. NFTC offers under-graduate pilot training to NATO and non-NATO pilots in a flexible, cost effective program using advanced glass cockpit training aircraft, the Raytheon Turboprop Trainer Aircraft T-6A, known in Canada as the 'Harvard II', and the BAE SYSTEMS 'Hawk 115', a two-seat, advanced jet training aircraft. 15 Wing is also home to the Snowbirds, Canada's world famous air demonstration team.

16 Wing Borden – is the "Birthplace of the RCAF." The largest training Wing in the Canadian Forces, 16 Wing's schools offer air force technical training and professional development. The Canadian Forces School of Aerospace Technology and Engineering conducts apprentice level training for various trades, including Avionics, Aviation, Aircraft Structures and Imagery technicians. The Air Command Academy provides leadership and management training, broadens awareness of Air Force heritage and develops general service knowledge and professional attributes for Air Force Regular and Reserve Force Non-Commissioned Members. The Academy offers the Junior Leader Air Environmental Course and the Primary Leadership Qualification course, the Sergeant Seminar and Senior Air Supervisor Course. The Canadian Forces School of Aerospace Control Operations offers range of basic and specialty courses such as airborne weapons, systems, ground control systems and radar, meteorology,

radio telephony and procedures, air regulations and navigation orders, Aircraft performance characteristics, command and control directives governing the control of interceptor Aircraft as well as the states of alert.

17 Wing Winnipeg – is strategically located in the centre of the country in a major transportation hub and enjoys the full services of Winnipeg International Airport. It is a Centre of Excellence for Training, being home to six schools (Canadian Forces School of Aerospace Studies, Canadian Forces Air Navigation School, Canadian Forces School of Meteorology, Canadian Forces School of Survival and Aeromedical Training, 3 Canadian Forces Flying Training School, and also provides support to the Central Flying School). It also has three flying squadrons, numerous dependencies and an enormous AOR, which extends from Yellowknife NWT (home of 440 Sqn and the Yellowknife Forward Operating Location facility) through Saskatchewan (home of Dundurn and a number of armouries) to Northwestern Ontario. 435 Transport and Rescue Squadron operates the CC-130 HT, the only Hercules model in the CF equipped for Air to Air refuelling. The Squadron's AOR for SAR encompasses most of the Arctic and extends to the geographic North Pole. 402 Sqn operates the Canadian-made DeHavilland DH-8 which provides a state-of-the-art airborne training platform for ANAV and AESOP training. 17 Wing also operates the largest vehicle fleet and computer LAN in the Air Force.

19 Wing Comox – is located on Vancouver Island. It is Canada's most western base and the only Canadian Air Force Wing west of the Rockies. Home to 407 Maritime Patrol Squadron, 19 Wing CP-140 Aurora Crews operate from the North Pole to Australia conducting diverse surveillance operations to protect Canadian territorial sovereignty above and below the ocean's surface. 19 Wing is also home to 442 Transport and Rescue Squadron, which carries out search and rescue (SAR) as well as humanitarian missions in some of Canada's roughest terrain using a combination of aircraft unique to the Air Force – the new CH-149 Cormorant and the venerable CC-115 Buffalo. As the only operator of the Buffalo, 442 Squadron's Operational Training Flight naturally trains all Buffalo aircrew, however, the OTF is also responsible for training all of Canada's Cormorant aircrew as well. Just a short walk from 442 Squadron lies the centre of excellence for SAR Technician training in Canada, the Canadian Forces School Search and Rescue (CFSSAR).

CFSSAR conducts both SAR Tech occupational training as well as individual sea survival training for CF aircrew. The Wing is also a Deployed Operations Base for CF-18 Aircraft from 4 Wing Cold Lake flying in support of their NORAD role.

22 Wing North Bay – represents one of Canada's major contributions to the North American Aerospace Defence (NORAD) agreement. From its underground complex personnel from the Canadian Air Defence Sector watch over Canada's airspace 24 hours a day, using state-of-the-art sensors, computer and communications equipment.

Canadian NORAD Region (CANR) – CANR is one of three NORAD regions responsible for the surveillance and control of North American airspace. From CANR HQ (co-located with 1 Cdn Air Div HQ) in Winnipeg, the CANR Commander exercises operational control of NORAD-assigned Canadian Air Force aircraft, sensors and personnel. The Canadian Air Defence Sector (CADS) in North Bay monitors a network of resources to detect, intercept and, if necessary, engage any airborne threats to the safety and security of the continent. CANR assists law enforcement agencies in the conduct of their counter-drug mission.

In addition, CANR monitors internal aviation activity to protect against threats originating from within, or transiting through, Canadian airspace and periodically deploys aircraft and radars to strategic locations across the country.

Chief of the Land Staff (CLS)

The mission of the CLS is to generate and maintain combat capable, multi-purpose land forces to meet Canada's defence objectives.

Assistant Chief of the Land Staff (Asst CLS) Asst CLS is responsible to the CLS for the overall resource management and sustainment of combat-capable, multi-purpose land forces to meet Canada's defence capability requirements. Leader for Army Transformation to a command-centric, knowledge-based Army of tomorrow. Deputy Commander of Canada's Army.

Director General Land Staff (DGLS) /Chief of Staff – DGLS as the "General Staff", must assist the commander in meeting his responsibilities for overall command. The mission of the COS and the LS Secretariat is to co-ordinate the work of the staff. The aim of the COS Home Page is to not only facilitate this co-ordination but to provide

transparency to planning and the execution of our operations and training.

Secretariat Land Staff (SLS) – The Secretariat of the Land Staff provides command support to the Land Staff.

Director Land Command and Information (DLCI) – Given the centrality of information management to the Commander, DLCI, with DLR and DAD support, will design, build, and integrate certain automated equipment components, and manage the other equipment components of command support (categorized as tools, communication and information management components) within the context of evolving Joint doctrine. Also, in co-ordination with other LS Directorates, will ensure the integration of all command support PLOTED (Personnel, Leadership, Organization, Training, Equipment, Doctrine) components for all LF Command levels and for both garrison and deployed tasks.

Director Land Environment (DLE) – Provide advice on broad environmental issues and to manage the LFC environmental programme to ensure the Army can realize its readiness objectives.

Director Land Requirements (DLR) – DLR provides operational direction for the acquisition and management of equipment to sustain a multi-purpose combat capable Army.

DLFS is responsible for managing Army personnel and equipment establishments, Combat Service Support policies, services and systems, and safety and environmental programs. This directorate have been amalgamated with (DLSS) Director Land Forces Structure.

Director Land Force Readiness (DLFR) – DLFR is the CLS's primary staff officer in force operations. Its mission is to manage the operational readiness of the Land Force of Today with a view to generating and sustaining operationally ready Land Forces deployment on CF operations.

Director Land Infrastructure (Realty Management) (DLI) – To provides compliant, effective and efficient Realty support.

Director Land Personnel (DLP) Now Director Land Personnel Management (DLPM) – DLP DLPM is accountable to develop, implement and monitor policies affecting Land Force (LF) personnel management, services and support programs to ensure that LFC has the necessary civilian and military personnel to meet its commitments in Canada and abroad.

Director Land Personnel Strategy (DLPS) – DLPS is responsible in developing, implementing and monitoring strategic level HR policies affecting Land Force (LF) military personnel.

Director Army Public Affairs (DAPA) – DAPA is responsible for the provision of advice and guidance to the CLS and senior management of the Land Staff on all Public Affairs-related matters. DAPA also provides Public Affairs support to the Land Staff and to expedite the flow of accurate and timely information about the Army activities to the public and internal audiences.

Land Force Reserve Restructure (LFRR) – LFRR responsibility is to develop, as part of the Army, an effective and credible Army Reserve for the 21st Century, complementary and supplementary to the Regular Force and relevant to the needs of the nation.

Director Land Reserve Management (DLRM) – The DLRM directorate is responsible for the day to day management and co-ordination of all Army Reserve issues.

Director Land Strategy Planning (DLSP) – The Army is in the process of refocusing a strategy that represents a balanced approach to prepare for the future while continuing to perform the tasks that Canadians expect today. This strategy has been developed in accordance with Departmental Strategy 2020 and will lead to changes that will be felt across the department. The role of DLSP is to co-ordinate the strategic planning of the Land Force.

Director Land Service Support (DLSS) – DLSS will provide effective management of assigned programs and ensure successful Army influence over the development and operation of corporate support systems. This will be accomplish through effective and efficient staff support to CLS in his management of the Sustain Combat Function, with particular emphasis in the areas of logistics, LEMS, safety and contracted support. The continuous development of innovative and effective Land sustainment capability, incorporating Regular and Reserve components, will be aggressively pursued within the framework of Army Transformation and in close cooperation with CF Joint Capability Development.

Comptroller Land Force Command (Compt LFC) – Compt LFC is responsible and accountable to the CLS for planning, directing and monitoring the business management process as it pertains to

the allocation, expenditure, control and reporting of resources.

Land Forces Atlantic Area (LFAA) – LFAA, as part of the Army's geographical command structure is composed of both Regular and Reserve Force components. Its task is to provide operationally ready forces for various operations and tasks as assigned by the Commander Land Force Command. LFAA encompasses all Regular and Reserve Force organizations and infrastructure in the Atlantic Area.

Land Forces Central Area (LFCA) – LFCA, as part of the Army's geographical command structure is composed of both Regular and Reserve Force components. Its task is to provide operationally ready forces for various operations and tasks as assigned by the Commander Land Force Command. LFCA encompasses all Regular and Reserve Force organizations and infrastructure in Ontario (less 1 Canadian Division, 1 Canadian Signals Regiment and Thunder Bay District).

The LFCA operational mission is force generation; that is to provide trained forces and individuals to meet assigned tasks.

Land Force Doctrine And Training System (LFDTS) – To plan and manage the intellectual development and training of the Army.

Land Forces Western Area (LFWA) –LFWA was established on September 1st, 1991 to take command of all regular and reserve army units in Western Canada. LFWA is one of four army area commands. LFWA consists of three Reserve Brigade Groups, One Regular Mechanized Brigade Group, One Area Support Group and the Western Area Training Centre, CFB Suffield, Alberta.

LFWA's three Reserve Brigades, 38 Canadian Brigade Group, headquartered in Winnipeg, 39 Canadian Brigade Group, headquartered in Vancouver, and 41 Canadian Brigade Group, headquartered in Calgary, roughly correspond to the provinces they are headquartered in. 38 Canadian Brigade Group includes Manitoba, Saskatchewan, and the portion of Ontario west of Thunder Bay. The regular brigade, 1 Canadian Mechanized Brigade Group consists of the regular units in Winnipeg, Shilo, Manitoba, and Edmonton.

Land Forces Quebec Area (LFQA) – LFQA, as part of the Army's geographical command structure is composed of both Regular and Reserve Force components. Its task is to provide operationally ready forces for various operations and tasks as assigned by the Commander Land Force

Command. LFQA encompasses all Regular and Reserve Force organizations and infrastructure in the Quebec provincial territory.

Chief of the Maritime Staff (CMS)

CMS is both the Commander of Maritime Command and a First Level Advisor to MND, CDS and DM. As a Commander, he is responsible for generating and maintaining operationally ready maritime forces, and for exercising command of assigned forces. In his capacity as a First Level Advisor, he provides advice on maritime force matters, on the development of force structure options and on the development of plans and taskings for CF operations.

Reporting to the Chief of Maritime Staff are the Commanders of Maritime Forces Atlantic, Maritime Forces Pacific, the Naval Reserve, the Assistant Chief of the Maritime Staff, and the CF Maritime Warfare Centre.

Maritime Forces Atlantic (MARLANT) and Maritime Forces Pacific (MARPAC) are coastal commanders responsible to maintain and operate combat capable, multi-purpose maritime forces to meet our national and international defence commitments.

The Naval Reserve (NAVRES) is responsible for providing the Navy with trained personnel for the manning of combat and support elements to meet Canada's defence objectives in time of peace, crisis and war with specialization in coastal defence, naval control of shipping and mine warfare."

The Canadian Forces Maritime Warfare Centre (CFMWC) is responsible to develop and teach doctrine and tactics, and to provide tactical products including effective Electronic Warfare (EW) libraries through the Naval Electronic Warfare Centre (NEWC) to support multi-purpose, combat-capable maritime forces in joint and combined operations, and analyze the effectiveness of maritime forces through operational test, evaluations and exercises.

Maritime Staff within National Defence Headquarters (MSHQ)

Assistant Chief of the Maritime Staff (ASST CMS): The Assistant CMS is accountable to CMS for the effective and efficient operation of Maritime Staff in achieving the stated CMS goals through decisive leadership and sponsoring innovation. He also provides advice to CMS on public affairs, overall naval resource management, business planning,

change and risk management, and the successful implementation of projects in these areas.

Director Maritime Materiel Operational Support (DMMOS) – The Director Maritime Materiel Operational Support provides advice on materiel and logistics readiness, support and sustainment encompassing, transport, movement, food services, materiel acquisition and management, contracting and postal services. Responsible for the materiel support programme, performance measurement, naval logistics doctrine and training and consolidation of lessons learned across all processes in support of domestic, continental and expeditionary operations. The incumbent also acts as the Navy's Co-Advisor for the Logistics Branch.

Director Maritime Fleet Management (DMFM) – The Director Maritime Fleet Management is accountable for the development and execution of the Fleet Support Plan and for the oversight of class level naval engineering and maintenance. The incumbent also acts as the Branch Adviser for all officers and non-commissioned members in the Naval Technical Branch.

Maritime Staff Chief Of Staff (MS COS): The Chief of Staff reports to the Asst CMS and oversees / coordinates the high-level information management activities of the MS. Chief of Staff works closely with all MS DGs and Directors and Formation Chief of Staffs to ensure that CMS receives the required informational support in the performance of his duties as CMS and Commander MARCOM.

Maritime Staff Corporate Services (MS CORP SVCS) – Maritime Staff Corporate Services is responsible for providing administrative support to MSHQ military members, as well as administrative support for Boards of Inquiry, summary investigations, CF grievances and research and recommendations. It is also responsible for MARCORD coordination, security, accommodation issues, records and information management and executive services, such as executive committee, NBEC and Naval Board coordination.

Maritime Staff Management Services (MGT SVCS) – Maritime Staff Management Services is responsible for the coordination of Access to Information requests and Ministerial Queries relating to naval issues. It is also responsible for civilian human resource requirements and issues within MSHQ.

Maritime Staff Public Affairs (MSPA) – Maritime Staff Public Affairs provides advice to CMS with regard to informing the Canadian public, including MARCOM military and civilian members, of the role, mandate, activities, priorities and benefits of the Canadian Navy. MSPA manages the provision of high quality PA services in a manner that is accurate, complete, objective, timely, relevant, understandable, and open within the law.

SO Heritage – The Maritime Staff Heritage Team (MSHT) is responsible for the planning and execution of heritage activities related to the promotion and practice of customs and traditions within the Canadian Navy. MS SO HER also liaises with naval museums and other heritage organizations to maximize available resources; maintains the naval heritage project portion of the Navy website and supports instruction in naval customs, traditions, history and heritage within Fleet Schools and Naval Reserve Divisions (NRDs).

Director General Maritime Force Development (DGMFD): DGMFD is accountable for the strategic development of the next navy, including capability concepts, infrastructure and requirements from an operational, material support and information management/technological perspective. DGMFD is responsible for appropriate Defence Management System documentation including that for minor new construction.

Director Maritime Requirements Sea (DMRS) – The Director Maritime Requirements Sea is accountable for the development of operational equipment capability requirements for the Maritime Forces, and the project directorship for the acquisition of platforms, equipment and auxiliary vessels.

Maritime Research Coordination Cell (MRCC) – The Maritime Research Coordination Cell co-ordinates formulation of the Maritime R&D programme requirements that are incorporated into Defence Research and Development Canada's (DRDC) R&D Service Level Agreements, the maritime portion of DGOR's business plan and the CFMWC Maritime Experimentation programme.

Director Maritime Infrastructure (DMI) – The Directorate of Maritime Infrastructure is accountable for MARCOM infrastructure (buildings, works and property).

Director Maritime Strategy (DMS) – The Director Maritime Strategy is accountable for the development of the long-term strategic direction of the Maritime Forces within the CF structure, the development of the maritime concepts and development of maritime force issues. DMS co-

ordinates/develops the MARCOM vision, long-term strategic plans, publications and documents.

Director Maritime Information Management Requirements (DMIMR) – The Director Maritime Information Management Requirements is accountable for the development of the strategic command and control and information management / information technology requirements for the Maritime Forces, and the project directorship for future Naval IM/IT capability requirements.

Director General Maritime Personnel and Readiness (DGMPR): The Director General Maritime Personnel and Readiness provides advice to CMS for the current mandated capability and readiness programs of the Canadian Navy, including operational planning and policy development from the personnel, training, capability and materiel support perspectives, and establishing and overseeing the Maritime Command Readiness and Sustainment Program.

Director Maritime Personnel (D Mar Pers) – The Director Maritime Personnel provides advice and recommendations on the naval personnel management aspects of the current Maritime Force, and establishes, promulgates and oversees the policy development and management of naval personnel management programs.

Director Maritime Training And Education (DMTE) – The Director Maritime Training and Education provides advice and recommendations on the naval individual training and education aspects of the current Maritime Force, and establishes, promulgates and oversees the policy development and management of naval individual training and education programs.

Director Maritime Civilian Personnel Requirements (DMCPR) – Director Maritime Civilian Personnel Requirements provides advice and recommendations on the civilian personnel management aspects of the current Maritime Force, and ensures that the public service requirements are adapted to the actual needs of the Maritime Command to meet current and future needs and the level of work.

Director Maritime Health Services (DMHS) – The Director Maritime Health Services provides advice to the Commander on the Maritime health aspects of the current Maritime Forces, and establishes and promulgates polices and guidelines to safeguard the health of all Maritime Staff personnel.

Director Maritime Policy, Operations and Readiness (DMPOR) – The Director Maritime Policy, Operations and Readiness provides advice on the operational readiness, policy and plans for the Maritime Forces and for the planning, conduct and monitoring (at the strategic level) of CF operations that have maritime aspects. DMPOR also establishes, promulgates and oversees the development of Maritime operational plans and policies.

Maritime Staff Comptrollership (MS COMPT): Maritime Staff Comptrollership provides advice on all aspects of comptrollership, financial operations and audit and review for the Maritime Forces, establishes, promulgates and oversees the development of Maritime financial plans and polices.

Maritime Staff Financial Services (MS FIN SVCS) – Maritime Staff Financial Services provides advice and guidance to all subordinate Formations and units of Maritime Command for in-year budget management, financial services and financial policy and procedures. This includes controlling and ensuring the optimal utilization of the Navy's budget and the provision of financial policy guidance to Formations regarding both public and non-public funds. MS FIN SVCS acts as the CMS intermediary between NDHQ authorities and the Formations in the development and implementation of financial policies and procedures.

Maritime Staff Risk Management Services (MSRMS) – The Maritime Staff Risk Management Section contains a number of sub-sections accountable for Nuclear Safety, RADHAZ, General Safety, Modern Comptrollership, the Environment, Submarine Safety, CF Diving Safety and Reassurance. The MSRMS Section Head is accountable for the administrative oversight of the regulatory and safety cells and directly accountable for the Modern Comptrollership and Reassurance Sub-Sections. With the exception of these latter two Sub-Sections, all others within this Section have direct functional reporting responsibility to Asst CMS, and to CMS as necessary.

Maritime Staff Management Team (MSMT) – The MSMT provides advice to the Assistant CMS on L1 Business Planning and Performance Management issues. Included in this function are the co-ordination of pan-Navy Business planning issues, the development and maintenance of pan-Navy performance measurement framework, and advice on pan-Navy management issues.

Chief Review Services Branch

Chief Review Services (CRS) is responsible for the provision of internal audit, evaluation, and special examinations, fulfilling the requirements of government policies applicable to these respective functions. CRS is also responsible for liaison with the Office of the Auditor General, for the coordination of the Defence Ethics Program and conflict of interest/post employment code responsibilities as well as for implementation of the policy for Internal Disclosure of Wrongdoing in the Workplace.

Chief Military Personnel (CMP)

The CMP, as Departmental authority for military human resources, is the leader of the NDHQ Group that recruit, develops and maintains the most valuable resource of the Canadian Forces–its people. As senior resource manager for military personnel, the CMP provides the strategic direction, management and planning activities to ensure that the military HR System fully supports the operational requirements of the CF, and meets member's expectations while complying with Government mandates and legislation. The CF human resource policy, plans and direction reflect societal expectations and ensure that military HR aspects are fully considered by colleagues. As primary advisor to the CDS on personnel, CPM also coordinates NDHQ cross-boundary issues and resolves differences among the senior leadership, civilian and military alike.

Chief of Staff Division (COS) CMP is responsible for the co-ordination of corporate Human Resource systems, services and programs and the maintenance of a productive HR working environment. Common support services include: HR information management; comptrollership; coordination and secretariat support. In addition, COS CMP is also responsible for: Casualty Support and Administration; Strategic Human Resources; Quality of Life issues and the 1-800-DND-Help line.

Military Human Resources Policy and Planning Division (DGMHRPP) – DGMHRPP is responsible for the development of: policies and plans to recruit, train, and retain military personnel in the Canadian Forces; personnel policies and systems through which manpower requirements are identified; occupational analysis requirements for the Canadian Forces; HR research and evaluation; policies recruiting, selection, and individual training of members; military employment policies

integrating legislation on gender and employment equity; and military and civilian official languages policies, and directives on translation, language training and testing.

Military Careers Division (DGMC) – DGMC is responsible for the control and management of the succession planning process, consistent with Canadian Forces Manning priorities and in accordance with established policies, for Regular Force personnel who have completed basic training. It includes the selection of military personnel for: promotion; new terms of service; Professional Development and Educational Programs; and posting of military personnel. It manages the Canadian Forces release process, the Administrative Reviews of the careers of military members and the Administrative Inquiries related to career issues which include Ministerial Inquiries, Human Rights complaints and the Canadian Forces Grievance System.

Compensation and Benefits Division (DGCB) – DGCB is responsible for supporting the DND/CF mission, role and operational requirements by developing and implementing affordable compensation policies that recognise the value of the work CF members do and the conditions/special circumstances of their employment in the CF. DGCB is also responsible for development, implementation, monitoring and application of ministerial authorities, administering policies and programmes in areas of expense for travel and relocation; cost of living benefits; and other individual entitlements.

DGCB also takes care of the strategic advancement of Canadian Forces compensation policy; the development, implementation and monitoring of policy regarding: CF Superannuation Act; CF leave entitlements; dental care plan for CF dependants; Public Service Health Care Plan (PSHCP); death and disability compensation; and pension and retirement benefits.

Finally, DGCB has an integral Directorate that looks into grievances in respect to compensation and benefits.

Canadian Forces Recruiting Group Division (CFRG) – Canadian Forces Recruiting Group is responsible for the planning, implementation and control of programs related to the production of military personnel. This responsibility includes the attraction, recruiting and selection of suitable individuals for enrolment in the Regular and Reserve components of the Canadian Forces and the training of newly enrolled Regular Force

personnel to the basic military qualification level. Canadian Forces Recruiting Group is also responsible for the management of trainees in selected occupations until such time as they are considered employable and are assigned to their first operational post and for the selection of serving personnel for occupational transfers. In executing its responsibilities, Canadian Forces Recruiting Group implements, but does not formulate, policies related to the selection and production of military personnel.

To deliver its mandate, CFRG has nine Canadian Forces Recruiting Centres across Canada, the closest Recruiting Centre may be contacted by telephone at 1-800-856-8488, and the Canadian Forces Leadership and Recruit School.

Canadian Forces Health Services (CF H Svcs Gp) The mandate of CF H Svcs Gp is to provide the health care support necessary to sustain a multi-purpose, deployable and combat capable force, across the full spectrum of military scenarios. The CF H Svcs Gp is also responsible for developing all policies and standards for both dental and medical care. The CF H Svcs Gp also works closely with both civilian health organizations including hospitals, professional associations and other government agencies such as Health Canada and the department of Veterans Affairs. Through these relationships, the CF H Svcs Gp has created opportunities for the development of maintenance competency of skills programs for its clinicians and other health service support occupations. The CF H Svcs Gp prides itself on providing high quality and comprehensive health care to all CF members, anytime, anywhere.

Canadian Forces Personnel Support Agency (CFPSA) – The CEO CFPSA reports directly to the ADM(HR-Mil) and is responsible for the development and service delivery of many morale and welfare programs which enhance the quality of life of members, and to contribute to the CF's operational effectiveness and readiness. CFPSA comprises several operational components: Personnel Support Programs (PSP), responsible for a variety of Morale and Welfare programs including sports and fitness programs, and programs to assist deployed forces. CANEX/ NATEX (Canadian Forces Exchange/NATO Exchange) provides consumer shopping facilities on bases/wing/units throughout Canada and Europe. Service Income Security Insurance Program Financial Services (SISIP FS) offers life and disability insurance and financial products

and services to CF personnel and their families. CFPSA stakeholders include Environmental Chiefs of Staff, Group Principals and base/wing/ unit commanders, Regular and Reserve Force personnel, military families, veterans, DND public and non-public employees.

Chaplain General Division (Chap Gen) – Responsible for upholding and fostering spiritual values and pastoral care of all Canadian Forces personnel and their families. This includes the implementation of ecclesiastical and military policy as it affects the ministry of chaplains; administration of chapel-oriented programs that provide a comprehensive pastoral ministry; development of lay participation and leadership; administration of all religious activities, including those involving chaplain service with the reserves and cadets; and the maintenance of a close working relationship with the Canadian Council of Churches and other major religious organizations through the Interfaith Committee on Canadian Military Chaplaincy.

Canadian Defence Academy (CDA) –The CDA is a Canadian Forces formation, organizationally situated within the Assistant Deputy Minister (Human Resources – Military) Group. It is part of a Canadian Forces-wide strategy to prepare its members intellectually and professionally to meet the challenges of future operations. Specifically, the CDA champions lifelong learning through the implementation of coherent, integrated, academically rigorous and accredited education and professional development programs. This approach helps ensure members of the CF can develop their full intellectual potential.

The CDA is composed of a Headquarters, located in Kingston, Ontario, and a number of educational institutions including the Royal Military College of Canada (Kingston), the Canadian Forces College (Toronto), the Canadian Forces Language School, centered in Gatineau, Quebec, and Campus Fort St-Jean (St-Jean-sur-Richelieu, Quebec). Campus Fort St-Jean includes Non-Commissioned Member Professional Development Centre, The Canadian Forces Management Development School, and Richelieu Squadron, which prepares officer cadets for entry into the Royal Military College.

Directorate History and Heritage (DHH) – The mission of DHH is to develop & support all-encompassing history, music, honours & awards, dress and ceremonial policies that provide all members of the Defence team with strong core values, thus enhancing and reinforcing a sense

of identity, military ethos and cohesion amongst the DND/CF community and adding value to operational effectiveness.

Communications Security Establishment

The Communications Security Establishment (CSE) is mandated to: acquire and use information from the global information infrastructure for the purpose of providing foreign intelligence, in accordance with Government of Canada intelligence priorities; provide advice, guidance and services to help ensure the protection of electronic information and of information infrastructures of importance to the Government of Canada; and provide technical and operational assistance to federal law enforcement and security agencies in the performance of their lawful duties.

CSE was established in 1946 as the Communications Branch of the National Research Council (CBNRC) and transferred its functions to the Department of National Defence portfolio by Cabinet Order-in-Council in 1975.

Signals Intelligence (SIGINT) – CSE produces intelligence in response to Government priorities for several hundred clients at numerous federal departments and agencies. This intelligence serves policy formulation, decision-making and daily assessment of foreign capabilities, intentions and threats as outlined in the National Security Policy.

Information Technology Security (ITS) – CSE provides expertise in protecting sensitive information and ensuring the security of IT products, systems and networks. CSE helps in protecting Canada's most critical information and infrastructure by analyzing the vulnerability of Government communications and information, working to predict and prevent cyber attacks, developing and approving cryptographic systems, supporting research and development, and providing IT security advice and services in support of national interests.

Support to Federal Law Enforcement and Security Agencies – CSE provides technical and operational support to federal security and law enforcement agencies, working with them under the terms of their respective mandates.

CSE operates within all Canadian laws, including the Canadian Charter of Rights and Freedoms, the Criminal Code, the Canadian Human Rights Act and the Privacy Act. CSE is subject to a high degree of independent, external review by the CSE Commissioner among other oversight bodies such as the Canadian Human Rights Commissioner, the Privacy Commissioner, the Information Commissioner, the Commissioner of Official Languages, and the Auditor General.

DND/CF Legal Advisor

The DND/CF Legal Advisor provides legal services to the Department of National Defence (DND) and to the Canadian Forces (CF) in all areas of the law, except those related to military law, military discipline and the military justice system for which the Judge Advocate General (JAG) is responsible.

National Search and Rescue Secretariat

The NSS was established in 1986 to support and promote the activities of the National SAR Program (NSP) as a means to achieve highly effective and economically responsible search and rescue programs throughout Canada.

Reporting directly to the Lead Minister for Search and Rescue (the Minister of National Defence), the NSS coordinates national search and rescue policy, planning and reporting, involving the federal SAR delivery organizations: Department of National Defence (Canadian Forces), Department of Fisheries and Oceans (Canadian Coast Guard), Public Safety and Emergency Preparedness Canada (Royal Canadian Mounted Police), Transport Canada, Environment Canada (Meteorological Service of Canada), and Parks Canada Agency. Outside the federal jurisdiction, the NSS works with provincial and territorial Emergency Measures Organizations (EMOs), police services, and volunteer associations to promote NSP goals and objectives and to support interoperability in SAR. Supporting these major federal and non-federal activities, the NSS manages the $8.1M SAR New Initiatives Fund (NIF), conducts studies and reviews, publishes the SARSCENE magazine on-line, stages the annual SARSCENE workshop and awards program and produces SAR prevention information. The NSS also coordinates the Canadian contribution to the COSPAS-SARSAT satellite alerting system, and monitors the standards and maintains the Canadian Beacon Registry for personal locator beacons, emergency positioning indicator radio beacons and emergency locator transmitters.

Office of the Chief Military Judge

The Office of the Chief Military Judge is not part of the chain of command for reasons of judicial independence. Military judges preside at courts martial and perform other judicial duties. The

Court Martial Administrator and staff provide administrative services.

Office of the Judge Advocate General

The Judge Advocate General acts as legal adviser to the Governor General, the Minister, the Department and the Canadian Forces in matters relating to military law. He also has the superintendence of the administration of military justice in the Canadian Forces.

Strategic Joint Staff (SJS)

The Strategic Joint Staff (SJS) will provide military analysis and decision support to the Chief of Defence Staff (CDS) in his role as the principal military advisor to the Government of Canada, and enable the CDS to effect strategic command. The Strategic Joint Staff consists of the following: Director Current Operations, Director Operation Support/Specialists, Director General Plans, Director Continental Plans, Director International Plans, Director Plans Support/Specialists, Director General requirements and Director Training – Exercise, Lessons Learned and Doctrine.

Modest in size and agile in nature, the Strategic Joint Staff will support the CDS in his critical role of translating government direction into effective and responsive Canadian Forces operations by establishing access and information exchange with selected government departments, operational and environmental CF Commands, and with the strategic staffs of Canada's key allies.

Information Holdings

Program Records

Assistant Deputy Minister – Finance and Corporate Services

Automated Data Processing
Description: Information on automated data processing standards, base automated data processing program, logistic services, and systems applications.
Topics: Automated data information, processing report and plans system.
Program Record Number: DND MSD 780

Finance and Accounting
Description: Files on the overall financial administration of the Department.
Topics: Accounting; allotments; financial arrangements and agreement; costing; administration of pay and allowances; and write-offs.
Format: Computer database and paper case files.
Program Record Number: DND FSB 765

Forecasts of Expenditures
Description: Information on government expenditures and the expenditure management system.
Topics: Forecasts of expenditures for all defence services program activities.
Format: Computer database and paper case files.
Program Record Number: DND DPB 130

Integrated Automatic Data Processing System
Description: Information on the system, and files on policy and planning.
Topics: Policy pertaining to expenditures.
Format: Computer database and paper case files.
Program Record Number: DND MSD 790

Management Information Systems (Design and Analysis)
Description: Automated management Information systems.
Topics: Automated data processing – general; Annual Automated Data Processing Report and Plan; the personnel management information system; the organization and management of management information systems; the technical services of management information systems; and analysis and design of management information systems.
Format: Computer database.
Program Record Number: DND MSD 785

Management Services
Description: Information on management consulting services, projects and scales and standards program studies.
Topics: Management consulting services project reports; scales and standards studies; and advisory services.
Access: Fiscal year, file number, title of report, client.
Format: Computer database and paper case files.
Program Record Number: DND MSD 775

Privacy Act
Description: Information on the Privacy Act with respect to present and former military personnel or civilian employees of the Department of National Defence.
Topics: Privacy Act – policy; information banks; statistical returns; complaints and investigations; and enquiries.

Format: Computer database and paper case files.
Program Record Number: DND PCA 610

Assistant Deputy Minister – Human Resources (Civilian)

Canadian Human Rights Act
Description: Policy, guideline, and correspondence files on the relationship between the Canadian Human Rights Act and present and former military personnel or civilian employees of the Department of National Defence.
Topics: Canadian Human Rights Act.
Format: Computer database and paper case files.
Program Record Number: DND PCA 605

Civilian Personnel – Employee Training
Description: General guidelines and correspondence files on civilian training within the Canadian Forces.
Topics: Employee training and development; apprenticeship training; training agreements; annual training and development review reporting; and civilian training study.
Format: Computer database and paper case files.
Program Record Number: DND RET 380

Civilian Personnel Services
Description: Information on the administration of the Department's civilian personnel activities.
Topics: General information; general administration; financial administration; staffing; classification; compensation and benefits; staff relations; superannuation; human resources (planning and training); forms and records; career development; casual labour program; collective bargaining courses; industrial relations and compensation; management trainee program; and manpower.
Format: Computer database and paper case files.
Program Record Number: DND CPS 600

Classification Revision Program
Description: General correspondence and document files on the classification audit program.
Topics: The revision of classification standards and internal classification studies; the Classification Policy Manual; monthly classification activity reports; classification of civilian personnel positions in the Canadian Forces Europe; classification grievances; and the classification audit program.
Format: Computer database and paper case files.
Program Record Number: DND CLD 590

National Defence Public Service Communiqué
Description: Information on the production, distribution, and subjects in the Communiqué.
Topics: Dissemination of information on civilian personnel matters; letters to the editor; and production and distribution.
Format: Computer database and paper case files.
Program Record Number: DND PCA 620

Official Languages
Description: Information on the administration of the Department's official language plans.
Topics: Official languages; civilian requirements; military requirements; and departmental official language plan.
Format: Computer database and paper case files.
Program Record Number: DND OLD 635

Personnel Studies
Description: Studies on personnel development research.
Topics: Various departmental studies on personnel (civilian and military) such as premature release, aircrew – future requirement (1976), and others.
Format: Computer database and paper case files.
Program Record Number: DND PDB 360

Position Classification
Description: Files on job descriptions, organizational charts, rationales on job evaluation, on-site review reports, grievance reports, and job ratings.
Topics: Classification of positions within the department.
Format: Computer database and paper case files.
Program Record Number: DND CLD 595

Incentive Award Plan
Description: Information on the administration of the Department's incentive award plan.
Topics: Suggestion, merit, long service, and outstanding achievement award programs.
Format: Computer database and paper case files.
Program Record Number: DND ESD 045

Assistant Deputy Minister – Materiel

Ammunition and Explosives
Description: Information on ammunition and explosives of all calibers, land mines, torpedoes, missiles, pyrotechnics, demolition materials, fuses, design, modification, and storage.
Topics: Design engineering; maintenance; storage; explosive safety; disposal; technical information; and ammunition restrictions.
Format: Computer database and paper case files.
Program Record Number: DND WEE 700

Applied Research
Description: Information on applied research and technology base activities and projects.
Topics: Military college grants; defence science

contracting; surveillance and remote control sensing; and laser technology.
Format: Computer database and paper case files.
Program Record Number: DND RDB 725

Canadian Forces Mobile Support Equipment Safety Program

Description: Information on the administration of the Canadian Forces mobile support equipment safety program.
Topics: Reports, returns and statistics; and competitions and awards.
Format: Computer database and paper case files.
Program Record Number: DND TRD 690

Communications – Electronics Systems and Equipment (Engineering and Maintenance)

Description: Correspondence, reports, scaling, and technical information on communications – electronics systems.
Topics: Telephone and telegraph; teletype and facsimile; radio and television; radio navigation; intercommunication and public address; radar; underwater sound equipment; also components and connectors.
Format: Computer database and paper case files.
Program Record Number: DND WEE 660

Construction Engineering

Description: Information on the acquisition, disposal, utilization, and management of real property or interest therein; design and construction of works projects; the maintenance of works and buildings; utilities services; and similar functions within the Department of National Defence.
Topics: Accommodation; airfields; construction and maintenance; fire prevention; grounds maintenance; heating systems; janitorial services; natural resources management; real property management; acquisition of works and buildings; lettings; disposal; research and development; sanitation services; and utilities.
Format: Computer database and paper case files.
Program Record Number: DND CPB 710

Environmental Protection and Pollution Control

Description: Information on environmental protection and pollution control within the Department of National Defence.
Topics: Air, solid waste disposal, and toxic hazardous waste disposal pollution control; and environmental assessment and review.
Format: Computer database and paper case files.
Program Record Number: DND CPB 715

Equipment and Supplies

Description: Correspondence files on various stages of acquisition, life of, and disposal of equipment and supplies.
Topics: Cataloguing and identification; contract demands; disposal; initial provisioning; issues from and restocking; local purchases; packing, packaging and preservation; recovery, recuperation and salvaging; replacement program; sales, transfers and free issues; scales and tables – Canadian Forces scales; spare parts; stocktaking and inventories; storage and warehousing; supply and demand; and surplus and excess stores.
Format: Computer database and paper case files.
Program Record Number: DND SUB 670

Equipment and Supplies (Engineering and Maintenance)

Description: Information pertaining to equipment and supplies being considered for acquisition, in the course of acquisition, or in service within the Canadian Forces.
Topics: Defects and failures; design and engineering changes; drawings and specifications; maintenance techniques; and modifications and alterations.
Access: Subject, equipment name, contract number, catalogue number.
Format: Computer database and paper case files.
Program Record Number: DND WEE 645

Equipment and Supplies – Military Assistance Program

Description: Information on the military assistance program.
Topics: Policy; general; Turkish T33 aid program; and Portuguese aid program.
Access: By country and subject.
Format: Computer database and paper case files.
Program Record Number: DND RDP 760

Equipment and Supplies – Research and Development

Description: Research and development information on equipment and supplies requested by the Department.
Topics: Research requirements of the Canadian Forces; industrial research and development; and bilateral arrangements for research and development with other countries.
Format: Computer database and paper case files.
Program Record Number: DND RDB 730

Exports and Imports

Description: Information on Department of National Defence export permits.
Topics: Policy; applications for export; intelligence

and security implications; and reports of export permits.
Format: Computer database and paper case files.
Program Record Number: DND RDP 750

Food Services
Description: Information on the provision of food services in the Canadian Forces.
Topics: General; staff visits; and unit returns.
Format: Computer database and paper case files.
Program Record Number: DND SUB 675

Inventions and Patents
Description: Information on departmental policies on patent administration.
Topics: Inventions and patents; inventions submitted to the Department; patent applications referred to the Department; patent opinions, validity and infringement; trade mark matters; copyright matters; design matters; and inventions arising from Department contracts.
Format: Computer database and paper case files.
Program Record Number: DND RSD 740

Logistics Operations
Description: Information on logistic contingency plans and procedures and coordination of logistics aspects of operations.
Topics: Logistics operations – national and international, logistic policy and doctrine, and logistic systems evaluation.
Format: Computer database and paper case files.
Program Record Number: DND RSD 745

Machinery, Vehicles, Engines (Engineering and Maintenance)
Description: Correspondence, instructions and technical information on cataloguing and identification, defects, maintenance, repair, and overhaul, and supply and demand.
Topics: Ship and boat propulsion components; deck machinery; passenger motor vehicles; trucks and truck tractors (wheeled), by type; trailers; combat, assault and tactical vehicles (tracked); engines by type and application; and turbines by type and application. Class of main system and type.
Format: Computer database and paper case files.
Program Record Number: DND WEE 655

Metric System
Description: Information on metric conversion at the Department of National Defence.
Topics: Politic.
Format: Computer database and paper case files.
Program Record Number: DND RDP 755

Military Clothing and Personal Equipment
Description: Correspondence, reports, scaling, and technical information on military clothing and personal equipment.
Topics: Flags and pennants; clothing – individual equipment and insignia; outerwear – men's, women's; clothing, special purpose; underwear – men's, women's; footwear – men's, women's; hosiery; and badges and insignia.
Format: Computer database and paper case files.
Program Record Number: DND WEE 665

National Defence Publications – Production and Distribution
Description: Information on documentation and drawing services (including the design production and management of the Department's publications).
Topics: Regulations, manuals of instructions, reference videos and historical publications.
Format: Computer database and paper case files.
Program Record Number: DND RSD 735

Postal Services
Description: Information on the Canadian Forces postal service.
Topics: Handling of mail; regulations; postal inspections; special arrangements; and financial operations.
Format: Computer database and paper case files.
Program Record Number: DND TRD 685

Technical Co-operation Program
Description: Information on co-operation in research and development with defence departments in Australia, New Zealand, Britain and the United States.
Topics: Guided missiles; undersea warfare technology; electronic devices; military space research; nuclear weapons defence; and behavioral sciences.
Format: Computer database and paper case files.
Program Record Number: DND RDB 720

Transportation – General
Description: Information on the Department's transportation services.
Topics: Material; personnel; programming and requirements; rates and tariffs; reports and returns; special flights; systems development; and vehicles.
Format: Computer database and paper case files.
Program Record Number: DND TRD 680

Weapons and Systems (Engineering and Maintenance)
Description: Correspondence, instructions, and technical descriptions on weapon systems and primary equipment platforms of maritime and air

elements, and guns, missiles, and launchers for all environments.
Topics: Guns by type; launchers; fire control systems; aircraft by type; ships by class and name; and guided missiles.
Format: Computer database and paper case files.
Program Record Number: DND WEE 650

Assistant Deputy Minister – Policy

Defence Programming
Description: Information on the planning, programming, budgeting, and managing of the defence services program.
Topics: The control and identification of all defence activities.
Format: Computer database and paper case files.
Program Record Number: DND DPB 125

Establishment and Official Position List
Description: Policy guidance, procedures, and correspondence files dealing with Canadian Forces establishments and the civilian official position list.
Topics: Canadian Forces establishments (monthly and quarterly establishment recapitulations); civilian official position list; on-site manpower evaluation reports.
Format: Computer database and paper case files.
Program Record Number: DND OMD 160

NATO
Description: Information on the North Atlantic Treaty Organization.
Topics: NATO agreement; NATO committees; NATO defence measures and plans; NATO mutual aid; NATO organization and establishment; and NATO defence review.
Format: Computer database and paper case files.
Program Record Number: DND PPB 145

Organization
Description: Information on departmental organization structure and Canadian Forces Organization Orders.
Topics: Organization policy and procedures; Canadian Forces Organization Orders; and unit identification codes.
Format: Computer database and paper case files.
Program Record Number: DND OMD 155

Policy Planning with External Agencies (Canadian and Foreign)
Description: Information on the integration of all external (international) operations conducted by government, and liaison with foreign agencies regarding UN operations.
Topics: Integration of government external operations; United Nations; policy; peacekeeping;

and International Peace Academy.
Format: Computer database and paper case files.
Program Record Number: DND PPB 140

Strategic Assessment
Description: The Department of National Defence strategic assessment files dealing with the study of international political, economic, and military events and trends.
Topics: Defence Policy, NATO policy, Arms Proliferation policy, Peacekeeping policy, Asia Pacific policy, Military Training Assistance policy, Western hemisphere policy.
Format: Computer database and paper case files.
Program Record Number: DND PPB 135

Assistant Deputy Minister – Public Affairs

Exhibitions and Displays
Description: Information on Department and Canadian Forces participation in national and international exhibitions.
Topics: Air shows, mobile theatres, and Armed Forces Day celebrations.
Format: Computer database and paper case files.
Program Record Number: DND ISD 060

Information Services
Description: This class covers aspects of information and public affairs activities.
Topics: Policy; biographies; news releases; press clippings; radio and television; films; photographs; information programs; media visits; ceremonies and celebrations; Armed Forces Day; and national and international public relations activities; as well as administration and general files.
Format: Computer database and paper case files.
Program Record Number: DND ISD 065

Chief of the Air Staff and Commander of Air Command

Aircraft Accidents
Description: Correspondence relating to general policy concerning aircraft accidents, investigations, and summaries of accidents in the Canadian Forces and other countries, replies to requests by the public for information, and aircraft salvage and wreckage recovery. Files on each aircraft in the Canadian Forces inventory contain reports of accidents and incidents to that aircraft.
Topics: Aircraft accidents – general; returns and summaries; aircraft of other countries; investigations; Canadian Forces and Transport Canada coordination; and salvage and wreckage recovery.
Format: Computer database and paper case files.
Program Record Number: DND FSD 090

Aircraft Flight Safety
Description: Correspondence dealing with general policy, guidelines, bulletins, posters, publications, awards, operational hazards and foreign object damage associated with flight safety.
Topics: Statistics; industrial flight safety surveys; and bird hazards
Format: Computer database and paper case files.
Program Record Number: DND FSD 095

Air Defence
Description: Information on air defence as it applies to North America.
Topics: Movement of aircraft; detection and tracking; and deployment of aircraft.
Format: Computer database and paper case files.
Program Record Number: DND ADO 230

Air Doctrine and Operations
Description: Information on various modes of employment of air vehicles in both the combat and support role.
Topics: Aerial, tactical and reconnaissance operations; flying rates; ejection; bail-out and parachuting procedures; and doctrine development.
Format: Computer database and paper case files.
Program Record Number: DND ADO 235

Air Regulations – Infractions
Description: Information on security identification zones, air regulations in general, and investigation of infractions.
Topics: Aircraft infraction reports, investigations, policies and procedures.
Format: Computer database and paper case files.
Program Record Number: DND ADO 240

Air Traffic Control
Description: Information on matters related to air traffic control, mainly on a day-to-day basis in a peacetime environment.
Topics: Control of airways; zones; and military flying areas.
Format: Computer database and paper case files.
Program Record Number: DND ADO 245

Air Training
Description: Information on air training in general.
Topics: Training flights; flying boats; parachuting; aircrew; packer rigger; weapons instructor; and meteorology, air operational, search and rescue.
Format: Computer database and paper case files.
Program Record Number: DND ADO 290

Air Weapons Safety
Description: Information on air weapons safety in general, as well as.

Topics: Statistics, policy and investigations of accidents and incidents.
Format: Computer database and paper case files.
Program Record Number: DND ADO 250

Flight Information
Description: Notices to airmen, danger and restricted areas, and annual air facility description.
Topics: International Civil Aeronautical Organization; publications; and aeronautical charts.
Format: Computer database and paper case files.
Program Record Number: DND ADO 255

Search and Rescue
Description: Information on virtually all aspects of search and rescue as it pertains to the Department of National Defence.
Topics: Aircraft; marine; missing persons; and mercy flights.
Format: Computer database and paper case files.
Program Record Number: DND ADO 275

Chief of the Land Staff

Command and Control Systems – Land
Description: Information on development and user input to command and control system, development of operational concepts and organization for the land forces, and combat development in Canada.
Topics: Command briefing, productions, facilities, intelligence, studies, and publications, plans, and analyses.
Format: Computer database and paper case files.
Program Record Number: DND LDO 205

Instructional Material
Description: Instructional pamphlets, books, manuals, etc. resulting from the development of land doctrine.
Topics: Publications.
Format: Computer database and paper case files.
Program Record Number: DND LDO 210

Land Environment
Description: Information on the British Army Training Conference (training in Canada) and British exercises in Canada.
Topics: Regulations and policies pertaining to UK forces in Canada.
Format: Computer database and paper case files.
Program Record Number: DND LDO 215

Land Mines
Description: Information on land mines and land mine warfare in the Canadian Forces and allied armies.
Topics: Anti-tank mines; anti-personnel mines; off-route mines; scatterable mine systems; mine

countermeasures; mine dispensing equipment; and mine detection.
Format: Computer database and paper case files.
Program Record Number: DND MEO 315

Organization (Army)
Description: Information on development of force structure and unit establishments.
Topics: Units and formations.
Format: Computer database and paper case files.
Program Record Number: DND LDO 200

Chief of the Maritime Staff

Auxiliary Fleet Administration
Description: Correspondence on the administration of the auxiliary fleet.
Topics: General administration; docking and undocking reports; finance and accounting; replacement program; equipment; and personnel.
Format: Computer database and paper case files.
Program Record Number: DND MDO 170

Command and Control – Sea
Description: Correspondence on the various maritime systems, generically called command and control systems, which are concerned with the collection, evaluation, display, and dissemination of tactical information to permit effective command of a force at sea.
Topics: Command briefing, productions, facilities, intelligence, studies, and publications, plans, and analyses.
Format: Computer database and paper case files.
Program Record Number: DND MDO 180

Maritime Collisions
Description: Correspondence and reports on collisions at sea.
Topics: Groundings; berthing incidents; and mishaps.
Format: Files arranged by subject.
Program Record Number: DND MDO 175

Maritime Defence
Description: Correspondence on maritime defence.
Topics: Defence of ships; utilization of government-owned vessels during emergency or war; torpedo counter-measures; maritime forces deployment; maritime defence in the Arctic; security of Canadian ports, internal waters, and shipping.
Format: Computer database and paper case files.
Program Record Number: DND MDO 185

Maritime Operations
Description: Correspondence on maritime operations.
Topics: Employment of maritime forces; ships' movement reporting system; naval gunfire support; operational readiness; and International Commission on North Atlantic Fisheries – fisheries patrols.
Format: Computer database and paper case files.
Program Record Number: DND MDO 190

Maritime Operations – Contingency
Description: Correspondence on maritime contingency operations.
Topics: Civil direction of shipping; naval control of shipping; naval officer-in-charge organization; and fisheries emergency control organization.
Format: Computer database and paper case files.
Program Record Number: DND MDO 195

Warfare – Anti-submarine
Description: Information on systems and techniques employed in anti-submarine warfare.
Topics: Detection systems; and sound surveillance.
Format: Computer database and paper case files.
Program Record Number: DND ADO 280

Chief Military Personnel

Amenities – Canadian Forces
Description: Information on the Canadian Forces amenity programs.
Topics: Policy; books, magazines, and newspapers; entertainment films; live shows; radio and television; spirits, wine and beer; and tobacco and cigarettes.
Format: Computer database and paper case files.
Program Record Number: DND PSB 390

Appointments
Description: Information dealing with military appointments.
Topics: Senior appointments; aides-de-camp; commanders; colonel commandants; colonel of the regiment; and honourary.
Format: Files arranged by rank, year and appointment.
Program Record Number: DND DOC 430

Appointments – Colonel Commandant
Description: Information on the appointment and activities of colonel commandants for branches of the Canadian Forces.
Topics: Appointment of senior military officers.
Format: Files arranged by rank, year and appointment.
Program Record Number: DND LDO 220

Appointments – Colonel of the Regiment
Description: Information on the appointment and activities of colonels of the regiment of the Canadian Forces regiments.
Topics: Appointment of senior military officers.
Format: Files arranged by rank, year and appointment.
Program Record Number: DND LDO 225

Badges and Insignia
Description: Information dealing with the badges and insignia of the Canadian Forces.
Topics: Badges and insignia for Canadian Forces; commands; units; branches; ranks; and qualification.
Format: Computer database and paper case files.
Program Record Number: DND DOC 410

Bands
Description: Information dealing with bands of the Canadian Forces.
Topics: Policy; music and songs; regimental marches and calls; organization; and participation in ceremonies.
Format: Computer database and paper case files.
Program Record Number: DND DOC 435

Battle Honours
Description: Information dealing with battle honours.
Topics: Battle honours presented to military units.
Format: Computer database and paper case files.
Program Record Number: DND DOC 415

Canadian Forces Exchange System (CANEX)
Description: Information on the Canadian Forces Exchange System.
Topics: Organization and management; accounting and finance; communications; facilities; merchandising; operations; personnel; and public support.
Format: Computer database and paper case files.
Program Record Number: DND PSB 385

Canadian Forces Personnel Newsletter
Description: Information on the production, distribution, and subjects in the newsletter.
Topics: Dissemination of information on Canadian Forces personnel matters; letters to the editors; and production and distribution.
Format: Computer database and paper case files.
Program Record Number: DND PCA 615

Canadian Forces Physical Education and Recreation
Description: Information on the Canadian Forces physical education and recreation programs.
Topics: Policy; physical education and recreation – sports; and sports competitions and championships – national and international.
Format: Computer database and paper case files.
Program Record Number: DND PSB 395

Canadian Human Rights Act
Description: Policy, guideline, and correspondence files on the relationship between the Canadian Human Rights Act and present and former military personnel or civilian employees of the Department of National Defence.
Topics: Records management system pertaining to working documents for complaints made under the CHRA.
Format: Files arranged by subject.
Program Record Number: DND PCA 605

Careers
Description: Information dealing with career matters of Canadian Forces personnel.
Topics: Careers, officers; career development program, other ranks; and careers, men.
Format: Computer database and paper case files.
Program Record Number: DND CSA 520

Ceremonies, Celebrations
Description: Information dealing with participation, by the Department of National Defence, in ceremonies and celebrations.
Topics: Ceremonies and celebrations; centennials; and observance of special days.
Format: Computer database and paper case files.
Program Record Number: DND DOC 420

Chaplain Services – Protestant
Description: Information on chapel and religious activities conducted for, or on behalf of, Canadian Forces personnel and their dependants.
Topics: Protestant denominations; religious administrations; moral and religious training; chapel offerings; stewardship; and Sunday school mission project.
Format: Computer database and paper case files.
Program Record Number: DND CGP 470

Chaplain Services – Roman Catholic
Description: Information on church and religious activities conducted for, or on behalf of, Canadian Forces personnel and their dependants.
Topics: Chancery activities, religious services, religious training, parish organization and administration, pastoral activities, liturgy, religious education, vocations, moral issues, schools, chapels, ecclesiastical equipment, pilgrimages, ecclesiastical terms of reference command, base and officiating chaplains, ecclesiastical monthly reports, and ecumenism.

Format: Computer database and paper case files.
Program Record Number: DND CRC 485

Chaplain Training – Protestant
Description: Information on training conducted to increase the effectiveness of chaplains and lay leaders in their ministry to Canadian Forces personnel and their dependants.
Topics: Advanced chaplain courses; refresher courses; professional training including lay leadership and post-graduate studies; reserve chaplain courses; and junior and middle management courses.
Format: Computer database and paper case files.
Program Record Number: DND CGP 475

Chaplain Training – Roman Catholic
Description: Information on the training of chaplains and seminarians to perform religious activities on behalf of Canadian Forces personnel and their dependants.
Topics: Military training; indoctrination courses; special courses; orientation courses; and reserve officer training.
Format: Computer database and paper case files.
Program Record Number: DND CRC 480

Colours, Flags
Description: Information dealing with colours and flags.
Topics: Flags; pennants; colours; devices; and accessories.
Format: Computer database and paper case files.
Program Record Number: DND DOC 425

Dental Treatment Services
Description: Information on policy and statistics, and general information on provision of dental care in the Canadian Forces dental services.
Topics: General policies; entitlement to dental treatment of military and civilian personnel; dental care delivery system; reports and returns; statistical analysis of treatment programs; research and development; and dental treatment accounts and costing.
Format: Computer database and paper case files.
Program Record Number: DND DSD 505

Documentation and Records
Description: Information on the requirement for documentation and records for Canadian Forces personnel.
Topics: Records of service; documents; trade qualification records; statement of ordinary residence; release documentation; certificates; personal documents required for records and pension purposes; and unit employment records.

Format: Computer database and paper case files.
Program Record Number: DND PCA 630

Documentation and Records – Medical
Description: Information dealing with medical documentation and records, and their release.
Topics: Medical and dental records.
Format: Computer database and paper case files.
Program Record Number: DND SGB 490

Dress Instructions
Description: Information on dress regulations and clothing requirements in the Canadian Forces.
Topics: Ceremonial; environmental; women personnel; design; officers; other ranks; and special purpose.
Format: Computer database and paper case files.
Program Record Number: DND DOC 440

Education of Children of Members of the Canadian Forces
Description: Information on the provision of education and facilities at the elementary and secondary levels within Canada and abroad.
Topics: Overseas (schools); teachers' recruitment and nomination (overseas schools); financial; reports and statistics; non-resident school fees (Canada); and teachers' salaries (in Canada).
Format: Computer database and paper case files.
Program Record Number: DND DEP 465

Employment
Description: Information on the employment of personnel in the Canadian Forces.
Topics: Military employment of personnel resources; and military reserves employment
Format: Computer database and paper case files.
Program Record Number: DND MUD 565

Engagement and Re-engagement
Description: Information dealing with engagement and re-engagement of Canadian Forces personnel.
Topics: Policy; extension of service; vested rights; and liability to serve.
Format: Computer database and paper case files.
Program Record Number: DND CSA 525

Enrolment and Recruiting
Description: Information dealing with enrolment and recruiting within the Canadian Forces.
Topics: Recruiting advertising; enrolment enquiries for Canadians, aliens, and officer applicants, and for regular officer training plan; enrolment applications for officer candidate training plan and for females.
Format: Computer database and paper case files.
Program Record Number: DND RET 375

Exchanges, Loans and Secondments
Description: Information on the administration of personnel exchanges, loans, and secondments.
Topics: United Nations; Commonwealth nations; allied nations; and other government departments
Format: Computer database and paper case files.
Program Record Number: DND MUD 570

Financial Benefits – Pay and Allowances
Description: Information on policies and programs for military compensation, allowances, and personnel benefits, as related to comparable benefits available to the Public Service.
Topics: Pension deductions; contributions and deferred pay; pay allotments and remittances; fines; forfeitures and deductions; transportation and travelling expenses; and miscellaneous entitlements and grants.
Format: Computer database and paper case files.
Program Record Number: DND CBD 460

Historical Matters
Description: Specific official and unit histories, access to documents, bilingualism, instructions to historians, printing and distribution, information on annual historical reports and diaries, and the production of official histories.
Topics: Land environment; air environment; and sea environment.
Format: Computer database and paper case files.
Program Record Number: DND DMH 070

Honours and Awards
Description: Information on honours and awards.
Topics: Honours; awards; citations; commendations; medals; and decorations.
Format: Computer database and paper case files.
Program Record Number: DND DOC 445

Industrial Relations and Compensation
Description: Information on military compensation and benefits in relation to comparable benefits available outside the military.
Topics: Compensation and benefits.
Format: Computer database and paper case files.
Program Record Number: DND CBD 455

Language Training
Description: Information on language training in the Department.
Topics: Language training.
Program Record Number: DND OLD 640

Manpower
Description: Information on manpower programming.
Topics: Strength and attrition forecasts – officer training plans; men; enrolment program; financial control program; computer support manning programs; ceilings; manpower requirements (civilian and military); and manning priorities.
Format: Computer database and paper case files.
Program Record Number: DND MUD 575

Manpower Standards
Description: Policy guidance, procedures, and correspondence files dealing with manpower standards and establishment criteria.
Topics: Manpower standards and establishment criteria.
Format: Computer database and paper case files.
Program Record Number: DND OMD 165

Medical Services
Description: Files contain more detailed expansion of the policy, guidelines and procedures as outlined in medical orders, plus correspondence on medical care and treatment.
Topics: Medical plans and services; anatomy and physiology; medical care and attendance; bacteriology; blood and blood derivatives; cardiology; diseases and conditions; diseases and conditions – tuberculosis, venereal diseases; employment of civilian doctors and nurses; examinations and standards; hearing; human resources and military psychology; hygiene and sanitation; hygiene and sanitation – industrial, pest control; laboratory services; medicine; medicine – aviation, nuclear, bacteriological and chemical warfare, submarine, climatic, diving; nutrition; psychiatry; medical publications; radiation selection and protection; radiology; reports, returns and statistics; research; surgery; and vision.
Format: Computer database and paper case files.
Program Record Number: DND SGB 495

Medical, Dental and Veterinary Equipment and Supplies
Description: Information on the cataloguing, purchasing, storage, disposal, and quality control of medical, dental, and veterinary equipment and supplies.
Topics: Medical, dental and veterinary equipment and supplies; drugs, biologicals, and official reagents; medicated cosmetics and toiletries; surgical dressing materials; medical and surgical instruments and supplies; dental instruments, equipment, and supplies; X-ray equipment and supplies – medical, dental, and veterinary; hospital furniture, equipment, utensils, and supplies; hospital and surgical clothing and textile special-purpose items; optician's instruments, equipment, and supplies; medical sets, kits, and outfits; instruments and laboratory equipment.

Format: Computer database and paper case files.
Program Record Number: DND SGB 500

Military History Document Collections
Description: Information on almost all activities of the Canadian Forces from the early twentieth century to recent times. Beginning dates vary from the turn of the century to the Second World War.
Topics: Military historical documentation.
Access: Subject and accession number, source, author, or title.
Format: Computer database and paper case files.
Program Record Number: DND DMH 075

Non-Commissioned Members
Description: Information on ranks and rank structure of the Canadian Forces.
Topics: Ranks, general; ranks, qualifying examinations; and rank structure.
Format: Computer database and paper case files.
Program Record Number: DND CSA 535

Non-Public Funds – Canadian Forces
Description: Information on Canadian Forces non-public funds.
Topics: Canadian Forces central funds; benevolent, welfare, trust and assistance funds; and public support to non-public funds.
Format: Computer database and paper case files.
Program Record Number: DND PSB 400

Officer Classification Structure
Description: Information on the officer classification structure.
Topics: Environment (land, sea, and air); revenues; and classification specifications. Access: Military occupation code (MOC) numbers.
Format: Computer database and paper case files.
Program Record Number: DND MUD 560

Officer Development
Description: Information on officer development, education, training, and commissioning requirements.
Topics: Officer professional development program; the granting of degrees; post commissioning – general; entry and initial training; staff courses – general; and staff college training requirements.
Format: Computer database and paper case files.
Program Record Number: DND PDB 365

Officer Production
Description: Information on the policies and procedures for the production of officers.
Topics: Regular officer training plan; officer candidate training plan; and the admission of women to military colleges.

Format: Computer database and paper case files.
Program Record Number: DND PDB 350

Official Languages
Description: Information on the administration of the Department's official language plans.
Topics: Official languages; civilian requirements; military requirements; and departmental official language plan.
Format: Computer database and paper case files.
Program Record Number: DND OLD 635

Personnel Dental Records
Description: Dental fitness and treatment records.
Topics: Assessment of dental fitness; condition on enrolment; record of dental conditions and past dental treatment; brief medical questionnaire.
Access: Files arranged by name, rank and social insurance number.
Format: Computer database and paper case files.
Program Record Number: DND DSD 510

Personnel Insurance
Description: Information on policies and procedures for hospital and medical benefits to dependants of military personnel.
Topics: Hospital and medical; medicare; service income security insurance plan; etc.
Format: Computer database and paper case files.
Program Record Number: DND CBD 450

Personnel Management Information Systems
Description: Information on the personnel management information systems.
Topics: Policy; automated system design, development, evaluation, and modifications; sub-systems; system input; data elements and codes, military occupation and speciality qualifications; system output; quality control; personnel management and personnel-related information systems; training management information system; and long-term personnel information project.
Format: Computer database and paper case files.
Program Record Number: DND PCA 625

Personnel Selection
Description: Information on personnel selection policies and standards.
Topics: Personnel selection policies and standards; research and development of standards for selection of personnel; second career assistance network; attitude surveys; leadership assessments; non-commissioned officer selection; and commissioning plans selection standards.
Format: Computer database and paper case files.
Program Record Number: DND PDB 355

Personnel Studies
Description: Studies on personnel development research.
Topics: Various departmental studies on personnel (civilian and military) such as premature release, aircrew – future requirement (1976), and others.
Format: Computer database and paper case files.
Program Record Number: DND PDB 360

Position Classification
Description: Files on job descriptions
Topics: Rationales on job evaluation, on-site review reports, grievance reports, and job ratings.
Format: Computer database and paper case files.
Program Record Number: DND CLD 595

Postings
Description: Information on postings and transfers of Canadian Forces personnel.
Topics: Policy; postings, officers; postings, other ranks; posting orders and instructions; and postings, temporary duty to courses.
Format: Computer database and paper case files.
Program Record Number: DND CSA 515

Promotions
Description: Information on promotions of Canadian Forces personnel.
Topics: Promotions, officers; and promotions, other ranks.
Format: Computer database and paper case files.
Program Record Number: DND CSA 530

Qualifications
Description: Information on the qualifications of officers and other ranks.
Topics: Qualifications; requirements; officers and other ranks.
Access: Military occupation code (MOC) numbers.
Format: Computer database and paper case files.
Program Record Number: DND MUD 580

Releases
Description: Information on releases of Canadian Forces personnel.
Topics: Policy; officers; and other ranks.
Format: Computer database and paper case files.
Program Record Number: DND CSA 540

Remustering of Tradesmen
Description: Information on the remustering of Canadian Forces personnel.
Topics: Policy, pertaining to remuster.
Format: Computer database and paper case files.
Program Record Number: DND CSA 545

Retirement
Description: Information on retirement of Canadian Forces personnel.

Topics: Policy; premature retirement; and compulsory retirement.
Format: Computer database and paper case files.
Program Record Number: DND CSA 550

Service Personnel – Occupational Analysis
Description: Information on miscellaneous aspects of service personnel activities.
Topics: Officers; and other ranks.
Access: Military occupation code (MOC) numbers.
Format: Computer database and paper case files.
Program Record Number: DND MUD 555

Trade Evaluation and Structure
Description: Information on trade evaluation structure and specifications.
Topics: Policy on Trade.
Access: Files arranged by military occupation code (MOC) numbers.
Format: Computer database and paper case files.
Program Record Number: DND MUD 585

Training and Employment
Description: Files dealing with the training and employment of communications personnel in the Canadian Forces.
Topics: Communications training, including security; electronic warfare; communications officer training and employment; and employment of communications personnel.
Format: Computer database and paper case files.
Program Record Number: DND MCE 330

Training – General
Description: Information on policy guidelines for coordinating training development activities in the Canadian Forces.
Topics: Basic training; courses in-service; courses out-service; management training; post-graduate training; and training technology.
Format: Computer database and paper case files.
Program Record Number: DND RET 370

Welfare
Description: Information dealing with the Canadian Forces Welfare Program and Services.
Topics: Financial counselling, and social work services.
Format: Computer database and paper case files.
Program Record Number: DND PSB 405

Chief Review Services Branch
Auditing
Description: Correspondence on departmental auditing programs.
Topics: Limited dividend housing; progress reports; special investigations; functional audit program; professional practices; and systems

development reviews.
Format: Computer database and paper case files.
Program Record Number: DND FSB 770

Deputy Chief of the Defence Staff

Canadian Forces Commitments to the United Nations
Description: Canadian Forces commitments to United Nations operations and plans.
Topics: United Nations Truce Supervisory Organization; United Nations Forces in Cyprus; and United Nations Disengagement Observer Force.
Format: Computer database and paper case files.
Program Record Number: DND MPO 305

Communications and Electronics
Description: Information dealing with communications and electronics in the Canadian Forces.
Topics: Air traffic control systems; air transportable system; automated data processing (ADP) system; electronic warfare; fixed communications; frequencies; fleet communications; navigation aids; and radar.
Format: Computer database and paper case files.
Program Record Number: DND MCE 325

Communications Equipment
Description: Correspondence and directives dealing with the procurement and distribution of certain electronics equipment.
Topics: Communications security equipment and components; and electronic warfare equipment.
Format: Computer database and paper case files.
Program Record Number: DND MCE 335

Domestic Operational Plans
Description: Current national plans dealing with domestic emergencies of military or civil nature.
Topics: Aid to other federal departments; aid to civil powers, armed assistance, etc; domestic emergency plans; emergency planning; and mobilization planning.
Format: Computer database and paper case files.
Program Record Number: DND MPO 300

Mapping and Charting
Description: Information on mapping and charting at the Department of National Defence.
Topics: Requirements; formal agreements; operational developments; and requests and issues.
Format: Computer database and paper case files.
Program Record Number: DND MEO 310

Meteorology
Description: Information on all aspects of meteorology in the Canadian Forces, mainly from an organizational and administrative point of view.
Topics: Communications; publications; secondment of personnel; forecasting; and observing.
Format: Computer database and paper case files.
Program Record Number: DND ADO 260

Military Engineering Training
Description: Information on military engineering training in the Canadian Forces.
Topics: General; officers; civilians; field engineers; structures; mechanical; and fire prevention.
Format: Computer database and paper case files.
Program Record Number: DND MEO 320

Nuclear Weapons
Description: Information on policy and various administrative procedures and understandings that pertain to the control of nuclear weapons.
Topics: Administration; accidents and incidents; field activities; safety; storage; and supplementary arrangements.
Format: Computer database and paper case files.
Program Record Number: DND ADO 265

Nuclear, Biological and Chemical Defence
Description: Information on the Canadian Forces defence to nuclear, biological, and chemical threats as it relates to training and equipping the Canadian Forces.
Topics: Equipment; and nuclear, biological and chemical training.
Format: Computer database and paper case files.
Program Record Number: DND MPO 295

Operational Equipment Requirements – Air
Description: Information on various air-related equipment requirements including air vehicles, ground support equipment, and some ground installations.
Topics: Tactical requirement; ground support; and training requirement.
Format: Computer database and paper case files.
Program Record Number: DND ADO 285

Operational Research and Analysis
Description: Correspondence files on the preparation of programs, war game rules and techniques, concepts of operation, and strategic studies.
Topics: Operational research – land, maritime, air; and research analysis of logistics, manpower, mathematics, and statistics (social, economic, and strategic.

Format: Computer database and paper case files.
Program Record Number: DND ORA 150

Overflights
Description: Information on overflights of Canada by aircraft of various nations under various circumstances; also overflights of other countries.
Topics: Policies pertaining to overflights.
Format: Computer database and paper case files.
Program Record Number: DND ADO 270

Office of the Judge Advocate General

Discipline – Courts Martial
Description: Information on the administration of Department of National Defence Courts Martial.
Topics: Policy and administration of court martials.
Format: Computer database and paper case files.
Program Record Number: DND JAG 035

Legal Matters
Description: Information on settlements pertaining to legal matters.
Topics: General; lease termination liability; citizenship; Department of National Defence personnel testifying as witnesses; military courts; civil courts; Broadcast Musical Industries Canada Ltd. performing right fees; liability for loss and damage; non-military use of Canadian Forces trade marks, designs, titles, names, uniforms; application for incorporation; employment of civilian counsel – drivers of Department vehicles outside Canada; attendance at judicial proceedings; affidavits and statutory declarations; federal role in law enforcement in Canada; research projects, law, Judge Advocate General; and legal opinions, Judge Advocate General.
Format: Computer database and paper case files.
Program Record Number: DND JAG 015

Municipal Taxes and Charges
Description: Information on the administration of Department of National Defence municipal taxes and charges.
Topics: General correspondence on municipal taxes and charges.
Format: Computer database and paper case files.
Program Record Number: DND JAG 040

Politics
Description: Information on elections in relation to Canadian Forces electors, public service electors, and dependent electors.
Topics: General correspondence on electoral processes.
Format: Computer database and paper case files.
Program Record Number: DND JAG 025

Treaties, Pacts and Agreements
Description: Information on the administration, by the Department of National Defence, of treaties, pacts and agreements.
Topics: Treaties, pacts, agreements.
Format: Computer database and paper case files.
Program Record Number: DND JAG 030

Vice Chief of the Defence Staff

Accidents – Explosives
Description: Information on accidents and explosive hazards at the Department of National Defence.
Topics: Accidents – explosives safety; shipboard magazines – explosive hazards; and accident reports.
Format: Computer database and paper case files.
Program Record Number: DND WEE 695

Accident Prevention and Safety
Description: Information dealing with the administration of the Department's general safety program.
Topics: Standards and precautions; and occupational health and safety.
Format: Computer database and paper case files.
Program Record Number: DND GSD 100

Accident Prevention Training
Description: Information on the administration of the Department's general safety training program.
Topics: Supervisor's safety; safety management; and management and occupational health training courses for military and Department civilian personnel.
Format: Computer database and paper case files.
Program Record Number: DND GSD 110

Base Planning
Description: Information on base planning and development.
Topics: Base closures; base consolidations; and base openings.
Format: Computer database and paper case files.
Program Record Number: DND IPC 115

Cadets
Description: Information on the administration, organization, and establishment of cadet corps and schools, cadet training courses, and cadet exchanges.
Topics: Cadets; and Cadets – Air, Army, Sea.
Format: Computer database and paper case files.
Program Record Number: DND RCD 340

Intelligence

Description: Information dealing with intelligence information for the use of the Department.
Topics: Intelligence requirements; briefing; production; facilities; studies; and publications, plans, and analyses.
Format: Computer database and paper case files.
Program Record Number: DND MIS 080

Reserves

Description: Information on the administration, training, doctrine for employment, operation, structure and development, and equipment acquisition for the Reserves.
Topics: Reserves general administration; policy; and equipment policy for the Reserves.
Format: Computer database and paper case files.
Program Record Number: DND RCD 345

Request for Use of National Defence Facilities

Description: Information on the civil use of Department of National Defence aerodromes.
Topics: Requests; authorization; and coordination.
Format: Computer database and paper case files.
Program Record Number: DND IPC 120

Safety Standards

Description: Information on general safety standards and precautions.
Topics: Policy and procedures, safety reports and complaints.
Format: Computer database and paper case files.
Program Record Number: DND GSD 105

Security

Description: Information on security, education, and information within the Canadian Forces.
Topics: Security in an emergency; internal security operations; security education (policy, bulletins, posters); briefings (by country); security information systems (research and development); physical safeguards; release of information (by country); technical security inspections; security of installations (bases/units); security of personnel training; and counter-intelligence.
Format: Computer database and paper case files.
Program Record Number: DND MIS 085

Particular Personal Information Banks

Boards of Inquiry/Summary Investigations

Description: The bank contains a record of: the terms of reference of such inquiries, and the evidence, findings and recommendations of Boards of Inquiry or of the investigating officer. Records are accessible by providing: Military Occupation Code, name, rank, service number, location and type and year of incident.
Class of Individuals: This bank applies to members of the CF.
Purpose: The purpose of this bank is to record investigations convened or ordered by authorities appointed by Regulations and Orders. Investigations may be convened or ordered to investigate: administration or functions of the CF, or any command, formation, base or other unit or element thereof, any matter connected with the government, discipline, or of any matter affecting any member of the CF. The content of the bank is used to establish cause and liability/responsibility and as a basis upon which appropriate remedial action may be taken.
Consistent Uses: Summary Investigations or Boards of Inquiry into injuries or death may be accessed for purposes of making applications for disability pension under the Pension Act. Investigations into death of a CF member may be released to a legally designated family member who is in charge of the estate of the deceased member.
Retention and Disposal Standards: The files are retained for three calendar years. If the file contains an injury investigation then the file is held until the member is released from the CF and then transferred to National Archives of Canada or if the file contains a death investigation the file is held until all necessary administrative action has been completed and the file is then transferred to National Archives of Canada.
RDA Number: 98/005
Related PR#: DND PCA 630
TBS Registration: 000201
Bank Number: DND PPU 832

Canadian Human Rights Act – Discrimination – Civilian

Description: This bank contains individual complaints and inquiries lodged under the provisions of the Canadian Human Rights Act (CHRA) – Part III. Records in this bank contain: details of complaints including the results of both departmental and Canadian Human Rights Commission investigations, related documents and correspondence, case analyses, and conciliation reports, terms of settlement and other information relating to the various stages of the complaints process, including tribunal and judicial processes. Records are accessible by providing: names of complainant and respondent, case file number or other information identifying the specific record, including the unit location where the case was

administered, the approximate date the case was administered.

Class of Individuals: This bank applies to: members of the CF, civilian employees of DND and the general public.

Purpose: The purpose of this bank is to: record information necessary for dealing with complaints and inquiries lodged under the CHRA; to determine the appropriate action required to address and resolve a complaint or inquiry; support any subsequent disciplinary and/or administrative action taken in response to a complaint or inquiry.

Consistent Uses: Where disciplinary action results from an investigation, information may be transferred to the Discipline Bank for DND civilian employees. The information in this bank may be used relatively to a grievance, harassment complaint, complaint to the Public Service Commission of Canada or any other form of complaint, inquiry or legal proceeding dealing with the same issues. The information may be used in the compilation of statistical data.

Retention and Disposal Standards: Records are retained for five years after the last administrative action archived for three additional years and then destroyed with the consent of the National Archivist.

RDA Number: 98/005
Related PR#: DND PCA 605
TBS Registration: 005345
Bank Number: DND PPU 036

Canadian Human Rights Act – Discrimination – Military

Description: This bank contains individual complaints and inquiries lodged under the provisions of the Canadian Human Rights Act – Part III. Records in this bank contain: details of complaints including the results of both departmental and Canadian Human Rights Commission investigations, case analyses, and conciliation reports and judicial processes. Records are accessible by providing: full name, the documented reasons for the complaint, and year of complaint.

Class of Individuals: This bank applies to: members of the CF, civilian employees of DND, and the general public.

Purpose: The purpose of this bank is to: compile statistical data, process complaints to determine liability.

Consistent Uses: Where applicable, the information may be used in the review and amendment of departmental policies and practices.

Retention and Disposal Standards: Records are retained indefinitely.
RDA Number: 98/005
Related PR#: DND PCA 605
TBS Registration: 000168
Bank Number: DND PPU 035

Communications Security Establishment Foreign Intelligence Files

Description: This bank contains personal information relating to sensitive aspects of Canada's international relations, security and defence.

Note: Exemption This bank is designated by the Governor-in-Council as an exempt bank pursuant to section 18(1) and based on section 21 of the Privacy Act.

Class of Individuals: This bank applies to the general public.

Purpose: The purpose of this bank is to advise the government regarding international affairs, security and defence.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards: Information in this bank is held indefinitely. This bank cannot be accessed.

RDA Number: to be determined.
Related PR#: DND MIS 080
TBS Registration: 002052
Bank Number: DND PPU 040

Complaints Against Military Police Members

Description: This computerized data bank contains data pertaining to Professional Standards investigations – personal and professional information on individuals who have been involved in complaints against or by the Military Police or its members. This data base includes information regarding the incident (actual complaint details), the identity of the involved persons (complainant, Military Police members, and all others – civilian and military), the allegations made, investigator/case files notes, milestone dates, follow up information, unit responses and re-open information. The data bank information is crossed referenced to hard copy DPM Case Files of the same number assigned on the Security and Military Police Case Information System (SAMPIS). Hard copy Case Files include all information, documentation and/or material associated with the file. Records are accessible by providing: date of birth, date and location of complaint, full name and initials, full civic address, and service number or civilian (PRI) number.

Class of Individuals: This bank applies to: members of the CF, civilian employees of DND, and the general public.

Purpose: The purpose of this bank is to document public complaints made against or by members of the Military Police.

Consistent Uses: The Deputy Provost Marshal Professional Standards and the Military Police Complaints Commission may use the information respectively to investigate complaints against the Military Police or its members. Information in this bank is also used for research, planning, evaluation, press releases, and statistical purposes.

Retention and Disposal Standards: Information in this bank is retained for a minimum of 5 years, after its last administrative use. If the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada. If the record has not been designated as having archival or historical value, then the record shall be destroyed.

RDA Number: 2000/014
Related PR#: DND MIS 085
TBS Registration: 004176
Bank Number: DND PPU 070

Department of National Defence and Veterans Affairs Canada Centre for the Support of Injured and Retired Members and their Families

Description: This information bank, situated within National Defence Headquarters in Ottawa, contains records of information about clients and services provided to them. Clients are members and former members of the Canadian Forces and their families who have contacted the Centre for assistance. The Centre is operated by the Department of National Defence, but also includes staff from Veterans Affairs Canada. Personal information is obtained directly from clients and from other government and private sector sources at the clients' request. Records may be received and retained on paper or other electronic media. The information is used to coordinate assistance to clients by answering their questions, referring them to other agencies, and in some cases providing services funded by the Centre. In some instances the Centre initiates contact with potential clients based on information collected in the Canadian Forces Casualty Data Base, which is also operated by the Centre. Records are accessible by providing: full name, rank/title, and service number.

Class of Individuals: Members and former members of the Canadian Forces and their families.

Purpose: Information in the bank is used by staff to identify programs and services to which clients may be referred for assistance, and for case management and documentation of assistance provided. In providing assistance, personal information is disclosed to other components of the Department of National Defence, Veterans Affairs Canada and other government and private sector agencies only with the client's knowledge and consent.

Consistent Uses: Information of an anecdotal nature, that does not identify individual clients, may be shared with senior management of the Department of National Defence or Veterans Affairs Canada for the purpose of problem identification and program evaluation. Information may be shared with private sector organisations in a manner that does not identify individual clients, to assist in the development and operation of their programs and services for members and former members of the Canadian Forces. No other use is made of personal information unless authorized pursuant to the Privacy Act.

Retention and Disposal Standards: Files are destroyed five years after their last administrative use by the Centre.

RDA Number: to be determined.
Related PR#: DND SGB 490 and DND DND PCA 630
TBS Registration: 005370
Bank Number: DND PPU 824

Dependant Education Allowances

Description: This bank consists of one database containing information concerning education and related care benefits for the dependants of DND personnel serving inside/outside Canada. This information may includes the: authorized benefits, name(s) and date(s) of birth of dependants, pertinent school years of benefit, posting location, and service number and name of DND personnel/ CF members. Records are accessible by providing: name, and service number. Dependant education benefits records are identified by: date(s) of birth, dependants name(s), name, and service number of the DND member.

Class of Individuals: This bank applies to: members of the CF, civilians employed by DND outside Canada, and teachers on loan of service from municipal school boards in Canada who are recipients of benefits.

Purpose: The purpose of this bank is to track requests for and approval of education and related care benefits for the dependants of DND personnel serving inside/outside Canada.

Consistent Uses: There are no consistent uses.
Retention and Disposal Standards: Records are retained for 10 years and then destroyed.
RDA Number: 98/005
Related PR#: DND DEP 465
TBS Registration: 003267
Bank Number: DND PPU 876

Designation of Additional Dependants Remuneration Supplement Claims and Hospital/Medical Claims Outside of Canada
Description: This bank contains information on personal characteristics of the person for whom application is being made. Dependant records are identified by: the dependant's name, date of birth, name of serving member, relationship to the serving member, and the serving member's full name, service number, rank and Military Occupation Code.
Class of Individuals: This bank applies to: members of the CF, and dependants of members.
Purpose: The purpose of this bank is to maintain a record of designation of additional CF dependants outside of Canada for hospital and medical coverage.
Consistent Uses: There are no other consistent uses.
Retention and Disposal Standards: Records are destroyed after two calendar years.
RDA Number: 98/005
Related PR#: DND CBD 450
TBS Registration: 000178
Bank Number: DND PPU 809

Enrolment Bank – Applicants
Description: This bank contains all enrolment applications and documentation; and may contain photocopies of personal documents, including: citizenship certificates, birth certificates, educational transcripts, curriculum vitae, and records of decisions of acceptance or rejection. Records are accessible by providing: full name, identification number – either applicant number or service number (if unknown, home address at time of application and date of birth are required), the geographical location of the Recruiting Centre, and the year of the application.
Class of Individuals: This bank applies to applicants for enrolment in the CF.
Purpose: The purpose of this bank is to maintain records, for administrative and statistical purposes, of persons applying for service careers.
Consistent Uses: The information in this bank is used to determine applicants' suitability for enrolment in the Canadian Forces, to determine whether or not suitable applicants will be offered enrolment, to establish terms of service that will be offered on enrolment to selected applicants and to formulate enrolment offers for selected applicants. Documents intended solely to determine suitability and aid in selection are not used for any other purpose. Basic identifying documents, documents related to entitlement to benefits after enrolment and those related to terms of service become part of the permanent personnel file following enrolment. Statistical data based on this bank does not include the identity of individual applicants.
Retention and Disposal Standards: Crew results, test results and CREW survey statistics are provided to data bank DND PPE 815 and documentation relating to successful applicants is transferred to the appropriate Particular Employee (PE) bank on enrolment. Unsuccessful applicants records relating to unsuccessful applicants are destroyed after three calendar years.
RDA Number: 98/005
Related PR#: DND RET 375
TBS Registration: 000166
Bank Number: DND PPU 025

Harassment
Description: This bank may contains information related to harassment complaints, to the resolution of harassment issues including mediation and investigations. The records include the letters of complaint regarding allegations of harassment and responses; records of interviews both with complainants and respondents; records of interviews with witnesses to incidents; reports of investigations and analyses of events and findings, and records of decisions taken about particular incidents or harassment complaints. When mediation is used, profiles and evaluations of the mediators, mediation and settlement agreements, and notes and opinions of the mediators may be included in the file. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank. Records are accessible by providing the names of the complainant and respondent, case file number, or other information identifying the specific record, including the unit and location where the case was administered, the approximate date the case was administered, etc.
Class of Individuals: This bank applies to: CF members, employees of DND and other persons who work in the DND/CF workplace.
Purpose: The purpose of this bank is to: record information necessary for dealing with complaints

of harassment at the workplace; make decisions in specific instances on whether or not harassment is occurring, and when this is the case, to determine the appropriate action, including disciplinary actions, to be taken to address and resolve a harassment situation; support any subsequent administrative and/or disciplinary action taken with respect to the situation and the members, employees and other persons involved.

Consistent Uses: In support of the departmental goal of zero incidence of harassment, the findings and recommendations of any investigation of harassment may be disclosed to the complainant and the respondent. Any disciplinary and administrative action taken against the individual as a result of the findings may also be disclosed to the complainant if it is deemed appropriate to do so. Such information must be retained as a separate record and not placed on the complainant's personnel record. When a disciplinary action results from an investigation, information may be transferred to the Conduct sheet for Military personnel and to the Discipline Bank for DND Civilian employees. The information in this bank may be used relatively to a grievance, Canadian Human Rights Act complaint, complaint to the Public Service Commission of Canada, or any other form of complaint, inquiry, or legal proceeding where applicable. The information may be used in the compilation of statistical data. Investigation findings concerning respondent, in cases of founded complaints, and complainants, in cases of bad faith complaints, may be used for personnel selection purposes.

Retention and Disposal Standards: Records are retained for five years after the last administrative action, archived for three additional years and then destroyed with the consent of the National Archivist.

RDA Number: 98/005

Related PR#: DND PCA 605, DND CSA 520 and DND CPS 600

TBS Registration: 003005

Bank Number: DND PPU 875

Human Resource Research and Evaluation Information Data Bank

Description: This automated data bank contains: Data on selection tests; Information from applicants to the Canadian Forces on: Education; Applicant plan; Applicant career preferences; Employment equity; Assessment Rating; Assessment Narrative; and Military Potential Score; and Data provided by personnel leaving the Canadian Forces who have completed the Attrition Information Questionnaire.

Records are accessible by providing: SIN, Service Number, Surname, and enrolment year of application.

Class of Individuals: This bank applies to: Applicants to the CF, and serving and former members of the CF.

Purpose: The purpose of this automated data bank is to provide a database for human resource research and evaluation (i.e. occupational selection and program/policy development and evaluation) and occupational selection.

Consistent Uses: The applicant number, service number or Social Insurance Number may be used to link or match information in this bank with (DND/PPE 805, DND Defence Integrated Human Resource System – (DIHRS) and bank PSE 918 (Employment Equity Program) for purposes consistent with both banks and with the reasons for which the information was collected. Matched information may subsequently be held in either or both banks.

Retention and Disposal Standards: CF 283 Applicant Assessment forms and DND 2158 Non-Commissioned Member Applicant Assessment forms are retained in hard copy until document image is transferred to microfiche or electronic format; and indefinitely on microfiche or electronic format. CF Selection Tests, CF Applicant Surveys and CF Attrition Information Questionnaire are held in hard copy until information is transferred to computer database; and automated data indefinitely. Automated data is retained indefinitely.

RDA Number: 98/005

Related PR#: DND PDB 360

TBS Registration: 000184

Bank Number: DND PPU 815

Identification and Access Control Cards

Description: This bank contains: photographs, signatures, Service Number (SN) (military) / Personal Record Identifier (PRI)(civilian), surname and given names date of birth, Region and blood group (for CF members). The bank also contains information related to the access and egress of certain facilities in the National Capital Region (NCR) by employees. The information is collected by means of identification forms, correspondence and digital camera or scanned still photographs and is stored on an automated database. Records are accessible by providing SN/PRI and full name and date of birth.

Class of Individuals: CF members, civilian employees of National Defence, Allied Forces personnel and their dependants serving in Canada and contracted persons in the NCR.

Purpose: The purpose of this bank is to maintain information relating to the issuance and cancellation of identification and NCR access control cards. For safety and security reasons, the information is used to control access and egress to certain facilities in the NCR, and to provide for the security of DND employees and property.

Consistent Uses: Issuance of identification and NCR access control cards. Information may be used to produce reports for statistical analysis.

Retention and Disposal Standards: Information related to access and egress of DND facilities in the NCR is collected solely for safety and security reasons and is retained for five years, and is then destroyed. Identification records of deceased individuals are destroyed two years from date of death. Records of Allied Forces personnel are destroyed at termination of their tour of duty in Canada. All other records are retained for five years after release from the Department and are then destroyed.

RDA Number: 98/001
Related PR#: DND MIS 085
TBS Registration: 003681
Bank Number: DND PPU 896

Medical Professional Standards Register

Description: This bank contains: correspondence between Director General Health Services (DGHS) and the professional licensing body, correspondence between various agencies of DND concerning professional standards, minutes of the medical professional standards considering these cases, notes concerning the CF Medical Service (CFMS) members about whom concerns for professional competence and behaviour has been raised. Records are accessible by providing: name and initials, SN for CF members or SIN for civilian medical professionals.

Class of Individuals: This bank applies to any or all CFMS personnel.

Purpose: The purpose of this bank is to maintain information on CF Medical Service personnel whose professional performance has been under consideration and the type of action that has been taken. The information will be made known only to those: individuals under review, and in the necessary chain of command for necessary action.

Consistent Uses: Information held in this bank may be disclosed to the CF Health Services Group (CF H Svcs Gp) professional-technical bodies, committees and investigators that review and investigate complaints about patient care, that determine whether a complaint is related to deficiencies of a systemic nature and/or problem

with the competence and/or conduct of a CF health care provider, or that review the credentials, references, experience and other requirements of all CF H Svcs Gp health care providers and recommend on privileges and scope of practice.

Retention and Disposal Standards: The information will be retained for 5 years after the release from the Department and will then be destroyed. However where a change or complaint has been cleared, this information will be clearly attached to the specific case.

RDA Number: 98/005
Related PR#: DND SGB 495
TBS Registration: 003960
Bank Number: DND PPU 898

Military Police Audit Reports Data Bank

Description: This bank contains professional standards audit and program evaluation reports. General compliance audit reports are conducted every three years at all Military Police units and include a comprehensive compliance audit of all policing duties performed at the units. Focussed audit reports are conducted on a required basis and normally consist of an examination of a specific policing incident. Program Evaluation Reports consist of a long-term research process involving the provision of a certain policing function. These audit reports include: the unit or policing function audited, identity of individuals interviewed in the conduct of the audit, documentary exhibits, auditor's working notes and recommendations and directions to improve provision of policing duties. These audit reports will be cross-referenced to Military Police Investigation Case files (Security and Military Police Case Information System (SAMPIS)), if applicable. Records are accessible by providing: dates, organisation or police function audited, name, date of birth and service number or PRI number.

Class of Individuals: This bank applies to members of the CF, civilian employees of DND and the general public.

Purpose: The purpose of this bank is to document audit activities of the Canadian Forces Provost Marshal.

Consistent Uses: The Canadian Forces Provost Marshal, Deputy Provost Marshal Professional Standards and other senior commanders in the CF may use the information to assess the quality and if necessary make the requisite changes to improve the quality of policing duties within the CF.

Retention and Disposal Standards: Information in this bank is retained for a minimum of 5 years, after its last administrative use. If the record has

been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada. If the record has not been designated as having archival or historical value, then the record shall be destroyed.
RDA Number: 2000/014
Related PR#: DND MIS 085
TBS Registration: 005365
Bank Number: DND PPU 071

Military Police Credential Review Board Data Bank
Description: This MPCRB bank and corresponding files contain personal information on individuals who have been involved in complaints against or by the Military Police or its members. The data bank records progress made in the sequence of events required for the completion of the MPCRB process. The bank includes the MPCRB Administrator's notes, an overview of allegations; decisions regarding the suspension of Military Police personnel; investigation and court results; unit recommendations; the MPCRB decision or recommendation to CFPM as well as any terms and conditions that may apply. The bank cross-references to the appropriate Professional Standards Investigation and Military Police Investigation Case File (Security and Military Police Information System (SAMPIS)) if applicable. Records are accessible by providing: date of birth, date and location of complaint, full name and initials, full civic address and service number or civilian (PRI) number.
Class of Individuals: The bank applies to Military Police but may include information on others (ie military police investigation reports).
Purpose: The purpose of this bank is to document the progress of monitored and suspended cases as well as maintaining a historical database for concluded files.
Consistent Uses: The Deputy Provost Marshal Professional Standards reviews the contents monthly to observe progress on monitored and suspended files. It may also be used for research, evaluation and statistical purposes. Collected information is used at Board convenings. Some information is passed to D Mil C 5 for career managing purposes.
Retention and Disposal Standards: Information in this bank is retained for a minimum of 5 years, after its last administrative use, at National Defence Headquarters, Ottawa. If the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada. If the record

has not been designated as having archival or historical value, then the record shall be destroyed.
RDA Number: 2000/014
Related PR#: DND MIS 085 and DND PCA 630
TBS Registration: 005371
Bank Number: DND PPU 833

Military Postgraduate Student Records
Description: This bank contains basic personal and course-related information concerning officers undergoing postgraduate training at the Royal Military College of Canada, such as: Course: course loading authorization (CLA), request reference course start and end dates, course title, date assigned, date thesis received, FMS/WCN numbers (applicable to US military courses), name and location of institution, program type, Member's: military occupation code and description, name and initials, obligatory service completion date, occupation speciality qualification code, posting date and message rank, service number, target position in establishment Financial: estimated total cost file and CLA numbers, financial planning code (GRC) training source category. Records are accessible by providing: course title and program type, full name, Military Occupation Code, name and location of the institution where training was received, rank, and service number.
Class of Individuals: This bank applies to officers of the CF and other students selected for postgraduate training at the Royal Military College of Canada.
Purpose: The purpose of this bank is to: assist in the assignment of trained personnel to those establishment positions requiring specific postgraduate qualifications, and maintain administrative records of officers and other students undergoing postgraduate training.
Consistent Uses: There are no other consistent uses.
Retention and Disposal Standards: Computer records are retained indefinitely for statistical purposes.
RDA Number: 98/005
Related PR#: DND RET 370
TBS Registration: 003269
Bank Number: DND PPU 878

Minutes of Proceedings of Courts Martial
Description: The minutes of proceedings of a court martial and an accurate record of all: decisions, findings, pleadings, sentence of a court martial, and including all exhibits in the form of documents, and testimonies. Records are accessible by providing: surname and initials, year and place of court martial and, when applicable,

the rank of the accused.

Class of Individuals: This bank applies to: members of the CF, and other persons who are subject to the code of service discipline by virtue of section 60 of the National Defence Act.

Purpose: These records are kept for purposes of research, administration and appeals to the Court Martial Appeal Court, and to the Supreme Court of Canada.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards: Documents created after 1 Sep 99 are held by CMJ/CMA. Documents created earlier are retained by JAG/DMP. Records are never destroyed.

RDA Number: to be determined.

Related PR#: DND JAG 035

TBS Registration: 000199

Bank Number: DND PPU 830

National Defence Fingerprint File

Description: The following information is held for identification: fingerprints; service number (SN); civilian PRI number; surname and given names; signature; sex; date and place of: birth, engagement and fingerprinting; occupation or trade; colour of hair and eyes; height; weight; complexion; scars, amputations, birthmarks, deformities and tattoos; previous registration by fingerprints as well as dates of all previous employment with the Canadian Forces, RCMP or Public Service. Records are accessible by providing full name, service number (SN)/civilian (PRI) number, date of birth and, as proof of identity, one rolled fingerprint done in black ink, indicating which finger and hand.

Class of Individuals: Members of the Canadian Forces: civilian employees of National Defence and Allied Forces personnel serving in Canada.

Purpose: This information bank is maintained purely for service considerations to provide an infallible means of identifying personnel who may have been victims of a serious injury, amnesia or death during times of war and peace.

Consistent Use: Used for identification purposes only.

Retention and Disposal Standards: Records of members of the CF, and civilian employees of DND are retained by the department for five years from date of release, and then destroyed. Records of deceased individuals are destroyed two years from the date of death. Records of Allied Forces personnel are destroyed at termination of their tour of duty in Canada.

RDA Number: 98/001

Related PR#: DND MIS 085

TBS Registration: 000170

Bank Number: DND PPU 801

National Search and Rescue Program Management Information System

Description: This bank consists of a body of machine-readable information obtained from various sources and concerning incidents that have occurred within Canada's area of responsibility since 1983, including: air, marine and ground search and rescue incidents, and medical evacuations and civil aid requests. Records are accessible by providing specific identifiers, such as: address, class of incident namely: air, marine, civil aid, medical evacuation, ground, humanitarian date of incident, location, name, sex, vessel name, and/or aircraft tail number.

Class of Individuals: This bank applies to members of the general public who were the objects of a search and/or rescue.

Purpose: The purpose of the NSP MIS is to: provide information required in the management of the National Search and Program.

Consistent Uses: Data may be linked to other databases such as the DOT vessel and the aircraft registration data banks for data analysis. Data is used for administrative and statistical purposes. Identified sources of information include the: SARSTATS (1983-1987 DND), Aviation Safety Information System (ASIS 1988-91, Transportation Safety Board), Marine Casualty Information System (MCIS 1988-91, Transportation Safety Board), Occurrence Tracking Information System (OTIS Parks Canada, Canadian Heritage), Police Information Retrieval System (PIRS Royal Canadian Mounted Police, Solicitor General), Search and Rescue Information System (SARIS 1988-91, National Search and Rescue Secretariat), Ground Search and rescue Information System (SARIS GSARIS 1999, National Search and Rescue Secretariat), Search and Rescue Information System (SISAR Canadian Coast Guard, 1992-1997 Department of Fisheries and Oceans). The NSP MIS may include the: addresses, age, license numbers and qualifications of individuals involved in search and rescue incidents, names, sex, and vehicle ownership information. It may also include information such as: the conclusions drawn from the investigation of incidents, and certain operational information relating to each incident.

Retention and Disposal Standards: Data are retained indefinitely.

RDA Number: to be determined.

Related PR#: DND ADO 275
TBS Registration: 003886
Bank Number: DND PPU 050

**Non-Public Fund (NPF) Employee
Personnel Records**
Description: This bank contains names,
applications for employment of successful
candidates, date of employment, unit of
employment, career history, date of birth,
employee's Social Insurance Number, sex, marital
status, salary, record of pay adjustments, benefit
plan information, pension information, employee
evaluation reports, complaints from employees
and commendation letters. The information both
centralized and decentralized, is maintained in
manual and electronic systems. Records are
obtainable by providing full name, Social
Insurance Number, date of birth and location
and period of employment.
Class of Individuals: This bank applies to Non-
Public Fund employees in the Bases, Units and
Wings of the CF and those employed directly by
the Canadian Forces Personnel Support Agency.
Purpose: The purpose of this bank is to store
employee information related ot employment,
benefits and pensions.
Consistent Uses: Pursuant to the Income Tax Act,
the Employment Insurance Act and the Pension
and Benefits Standards Act (1985) documentation
to support income tax deductions, pension
deductions and entitlements, is provided to
Canada Customs and Revenue Agency (Taxation).
Retention and Disposal Standards: Files are
curently destroyed five calendar years after an
employee terminates if there are no benefit or
pension implications. Records where there are
benefit implications are kept until resolution of the
situation, while pension files are mantained until
death of the pensioner or his survivor and are held
for two years after the last administrative action.
RDA Number: 98/005
Related PR#: DND PSB 385
TBS Registration: 005115
Bank Number: DND PPU 865

Personnel Security Investigation File
Description: This bank contains personal data,
such as: credit check reports, criminal records,
investigative reports, notations of the level of
security clearance, related correspondence,
reliability status granted, Security Clearance
Review Board documentation, Security Intelligence
Review committee appeals, and security/reliability
analyses. Details of CSIS investigations are
maintained in a CSIS bank. This bank contains

personal information about the individual: his or
her immediate family, the names and comments of:
past employers, and character references, possibly
the names and activities of associates with whom
the individual would have contact. Records are
accessible by providing: date of birth, given
names, and surname, Those individuals who were
released/left the CF/DND prior to 1992 should
also provide their Social Insurance Number
(SIN). To assist in expediting the processing
of their request, applicants should identify the
specific information desired.
Class of Individuals: This bank applies to:
Perspective, current and former members of the
CF, civilian employees of DND, or personnel who
are on a personal services contract with DND.
By virtue of the clearance and reliability check
process, personal information may be held on
individuals who are not themselves the subject of
the security assessment or reliability check.
Purpose: The purpose of this bank, in accordance
with the Government Security Policy, is to maintain
personal information held on individuals who are
or have been the subject of security screening
procedures in relation to pre-employment/
employment with the CF/DND. For those
individuals who necessitate a security clearance,
information has been obtained to support decisions
taken to assess an individual's loyalty and reliability
as it pertains to loyalty to Canada. Additionally, for
those individuals who were reliability screened,
information in support of these assessments is
held on file. A reliability check is required as a
condition of employment in the CF/DND and is
required to assess the honesty, trustworthiness
and discretion of an individual when given
access to: sensitive information or government
assets, access to valuables, drugs, hazardous or
dangerous material; or responsibility for the well-
being of persons or control of personnel. In making
decisions on levels of clearance, institutions may
refer only to the information contained in this
bank and not to investigative information
contained in the CSIS band.
Consistent Uses: Information may also be
used in other lawful investigations. Personnel
security screening information may be requested
from or transferred to other Government agencies/
departments upon request from respective
Departmental Security Offices for employment
purposes.
Retention and Disposal Standards: All security
clearance records of personnel are retained
for a minimum period of ten years from the

time administrative action is taken on the file. All reliability-screening records for enrolled or employed personnel are retained for a minimum period of ten years from the time administrative action is taken on the file. All reliability-screening records for personnel only processed for a reliability screening and were not employed are retained for a minimum period of two years and are then destroyed.

RDA Number: 98/001
Related PR#: DND PCA 630, DND CSA 520 and DND MIS 085
TBS Registration: 004010
Bank Number: DND PPU 834

Privacy Act
Description: Records in the bank consist of access request and correction request forms submitted by individuals wishing access to and correction or notation of their files, the responses to such requests, and information related to their processing. Records are accessible by providing: full name, Personal Information Bank number, and year of request.
Class of Individuals: This bank applies to: members of the CF, civilian employees of DND, and the general public.
Purpose: The purpose of this bank is to: provide a complete record of request activity pertaining to the Privacy Act, and, report on the number of requests received annually.
Consistent Uses: Compiling statistics related to the administration of the Act.
Retention and Disposal Standards: Files are destroyed after two calendar years.
RDA Number: 98/001
Related PR#: DND PCA 610
TBS Registration: 000167
Bank Number: DND PPU 030

Public Key Infrastructure (PKI) Service Request Forms
Description: This bank contains: surname, given names and initials, signatures, Service Number (SN) (military) / Personal Record Identifier (PRI) (civilian) / building pass number (contractor/casuals) including expiry date, organization, building / location, office telephone, fax number, SMTP Address, security clearance including expiry date and supervisor's name, signature and telephone number. The bank also contains the type and number of the identification provided to receive the service requested (one or two of: department ID, driver's licence, birth certificate, passport, citizenship card, provincial health card). The information is collected by means of a

Service Request Form. Records are accessible by providing SN/PRI and full name. Records are accessible by providing: full name, service number or PRI number and place of employment.
Class of Individuals: CF members, civilian employees of National Defence as well as contractors and casual employees requiring PKI services.
Purpose: The purpose of this bank is to maintain information relating to the PKI services such as issuance, recovery, revocation, deactiviation, reactiviation, name change, etc. The information is used to provide auditable proof of identity of all PKI users requesting and receiving PKI services.
Consistent Uses: Forms will only be used for the auditing of adherance to system procedures or for the resolution of disputes or legal issues with respect to activities conducted with the PKI.
Retention and Disposal Standards: All records are securely stored in a central repository in Ottawa, and are retained for two years after the individual is released from the Department and are then destroyed.
RDA Number: 98/001
Related PR#: DND PCA 630
TBS Registration: 005368
Bank Number: DND PPU 813

Security Intelligence Records
Description: This bank contains information on individuals and organizations whose activities may: have been suspected, on reasonable grounds, of constituting a threat to the security of DND/CF personnel, information or property at home or abroad. Such activities include: espionage, sabotage, subversion, terrorism, criminal or organized crime activity; and/or be detrimental to the interests of Canada and may result in a request to DND for assistance in maintaining public welfare or public order emergencies. The following individual information is held: age, case file serial number, citizenship and/or nationality, country of birth, marital status, name, address and/or telephone number, sex, and service number (1994). Records are accessible by providing: dates, organizations, events and geographical areas or locations, name, and initials and service number.
Class of Individuals: This bank applies to individuals suspected of, or involved, in: espionage, sabotage, subversion, and terrorist activities in Canada and abroad that constitute a threat to the security of DND/CF.
Purpose: The purpose of this bank is to: assess the threat posed to DND/CF security by hostile

intelligence organizations or individuals engaged in: espionage, sabotage, subversions, terrorism, or other hostile intelligence collection activities directed at DND/CF personnel, establishments or the conduct of CF operations; brief departmental authorities on situations that may result in a request for assistance in maintaining public welfare or public order emergencies, develop policy and provide advice in relation to provisions of the National Defence Act, Queen's Regulations and Orders, Security of Information Act and the Criminal Code of Canada regarding activities by individuals or groups that constitute a threat to the security of DND personnel, information or property; and formulate plans or other measures to counter, or respond to, threats to the security of this department during periods of peace and war.

Consistent Uses: The information contained in this bank may be disclosed to domestic law enforcement and government investigative or review authorities including, though not limited to, the Royal Canadian Mounted Police (RCMP), the Canadian Security Intelligence Service (CSIS), Citizenship and Immigration Canada (CIC) and the Security Intelligence Review Committee (SIRC), in relation to activities constituting threats to the security of Canada or for the investigation or prosecution of an alleged contravention of the law. Information may be disclosed to foreign governments, law enforcement bodies, military forces and other authorities with respect to matters of national defence, national security or international affairs. Personal information concerning human sources and witnesses is used in the administration and management of these individuals. This information may be used by federal departmental security officers for security and reliability screening.

Retention and Disposal Standards: The records in this bank are destroyed after three calendar years following the last administrative action, however, they may be retained for a longer period if deemed to have archival value or to be of historical value to the Department of National Defence.

RDA Number: 2000/14
Related PR#: DND MIS 085
TBS Registration: 001968
Bank Number: DND PPU 060

Social Work Services
Description: This bank records professional social work information on clients seen by social work officers. Records are accessible by providing: interviewer (if possible), member's full name,

Military Occupation Code, place and date of interview(s), rank, and service number.

Class of Individuals: This bank applies to members of the CF and members of their immediate families.

Purpose: The purpose of this bank is to assist the social work officer in professional treatment and case management.

Consistent Uses: Within the parameters of CF Medical Order 8-02, information concerning members of the CF and dependants covered under the Code of Service Discipline may be disclosed to: a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in injury or death to an individual, as required for use in judicial proceedings, Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, Provincial and Municipal Authorities according to existing statutes, and the Commanding Officer.

Retention and Disposal Standards: Files are destroyed five calendar years after the case is closed.

RDA Number: 98/005
Related PR#: DND PSB 405
TBS Registration: 000181
Bank Number: DND PPE 812

Staffing Program
Description: This data bank contains records, commencing in 1989, relating to applicants for trades with Fleet Maintenance Facility Cape Scott (formerly known as Ship Repair Unit (A)). The bank consists of information taken from PSC 3000 (Application for Employment), and contains: applications, screening information, staffing board results, supporting documents, and trade tests results. Records are accessible by providing specific identifiers, such as; name, trade inventory and PRI.

Class of Individuals: This bank applies to applicants for employment with the Public Service in the Ship Repair trades in Halifax.

Purpose: This bank exists in accordance with the Public Service Employment Regulations to provide for the maintenance of an inventory of applicants who applied for employment in the Public Service of Canada in the Fleet Maintenance Facility – Cape Scott, Maritime Forces Atlantic, Halifax, Nova Scotia.

Consistent Uses: To identify candidates suitable for referral and appointments to positions in the ship repair trades at Fleet Maintenance Facility Cape Scott (Formerly known as the Ship Repair

Unit (Atlantic)), to maintain an inventory of applicants who have applied for employment with the Public Service of Canada in the ship repair trades on Halifax, and to retrieve statistics related to the inventory and staff competitions.

Retention and Disposal Standards: Records have been maintained since 1989 and are destroyed: 1) immediately following requested removal from the inventory, or 2) if file/application is not updated annually.

RDA Number: 98/005
Related PR#: DND/PDB 360 and DND/CPS 600
TBS Registration: 002764
Bank Number: DND PPU 065

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Personnel Security Screening

Manuals

Because of the wide range of manuals, regulations and orders used by the Department of National Defence to fulfil its functions, it is impractical to include a complete list of its holdings in this publication. The Department may, on request, provide a list of existing manuals relating to a particular subject or activity.

The bilingual publication entitled Defence Canada is published annually by the Department of National Defence. It is designed to provide an overview of current strategic considerations relative to defence planning, and to highlight departmental activities during the preceding year.

- Administration and Operation of Physical Education and Recreation Programs Manual
- Administrative and Staff Procedures (Volume 5)
- Army Ammunition Staff Tables
- Army Doctrine Manuals
- Army Field Force Equipment Tables
- Army Field Scales Manual
- Army Future Force Development Manual
- Army Logistics Guide
- Automated Data Processing Policies and Procedures Manual

- Canadian Forces Administrative Orders
- Canadian Forces Catalogue of Dental Supplies
- Canadian Forces Catalogue of Materiel
- Canadian Forces Construction Engineering Manual
- Canadian Forces Dental Orders
- Canadian Forces Dress Manual
- Canadian Forces Health Manual
- Canadian Forces Laboratory Manual
- Canadian Forces Manual of Officers' Classification Structure
- Canadian Forces Manual of Other Ranks Trade Structure
- Canadian Forces Medical Orders
- Canadian Forces Medical Service Catalogue of Medical Supplies
- Canadian Forces Mess Administration Manual
- Canadian Forces Pest Control Manual
- Canadian Forces Postal Services Manual
- Canadian Forces Procedures for the Acquisition of Capital Equipment Manual
- Chaplain Handbook (RC)
- Chaplain's Handbook
- Civilian Personnel Administrative Orders
- Construction Engineering Technical Orders
- Contemporary Hymn Book
- Cost Factors Manual
- Current National Operational Defence Plans
- Defence Program Management Systems Guidance Manual
- Department of National Defence Administrative and Staff Procedures Manual
- DND General Safety Precautions Manual
- DND General Safety Program Manual
- DND General Safety Standards Manual
- DND Manual of Internal Audit
- Drivers' Regulations Manual

- Engineers in Battle Manual

- Environmental Standards for Canadian Forces Medical Services

- Financial Administration Manual

- Flight Safety for the Canadian Forces Manual

- Helicopter Operating Instructions (Army)

- Land Forces Combat Development Committee – Study on Combat Communications (1986–1995) Manual

- Life Cycle Management System Guidance Manual

- Maintainability – Equipment Maintainability Requirements (Land) Manual

- Management of the Radio Frequency Spectrum Manual

- Manager's Classification Handbook

- Manual for the Identification of Language Requirements of Military Positions

- Manual of Department of National Defence Quality Assurance Management

- Manual of Management Consulting Services

- Manual of Personnel Evaluating and Reporting, Officers

- Manual of Personnel Evaluating and Reporting, Other Ranks

- Manual of Preventive Dentistry

- Manual of Recruiting

- Manuals dealing with the operation and maintenance of communications security equipment and the inventory control of communications security material

- Maritime Commander's Operational Planning Guidance Manual

- Maritime Force Development Guide Manual

- Maritime Strategy Study (1970–2000) Manual Land Doctrine and Operations

- Medical Assistant Manual, Vol. 1, Canadian Forces Medical Services

- Medical Standards for the Canadian Forces Manual

- Military Terminology – Part one: Military Lexicon; Part two: Military Glossary

- National Defence Frequency List Manual

- National Defence Headquarters Organization Book

- Nuclear, Biological and Chemical Training Manuals

- Occurrence Investigation Techniques Manual

- Official Languages Plan (Civilian)

- Official Languages Plan (Military)

- Official Position List

- Organization and Establishment Manuals

- Packaging and Preservation Manual

- Personnel Management Information System Manual

- Personnel Selection Services Manual

- Policy and Procedures Manual for Non-Public Funds Accounting

- Policy Manual Governing Operation of Personnel Support Programs in the Canadian Forces

- Policy Manual Governing the Operation of the Canadian Forces Exchange System

- Processing of Invoices Manual

- Provision of Services to Non-Defence Agencies Manual

- Queen's Regulations and Orders for the Canadian Cadets Organizations

- Queen's Regulations and Orders for the Canadian Forces

- Research and Development Manual

- Search and Rescue Orders and Procedures Manual

- Security Orders for the Canadian Forces Manual

- Snow and Ice Control Manual

- Supply Instructions Manual

- Supply Policy Manual

- The Transportation of Explosives and Other Dangerous Materials by Military Aircraft Manual

- Training, weapon, and equipment operator's manuals for the Navy Reserve, Militia Air Reserve, and the Communication Reserve Personnel Development

- Transportation Manual

- Unit Identification Code Manual

- Volume I – Concept and Policy

- Volume II – Establishment Policy and Procedures

- Volume III – Establishment Criteria

- Warehousing Manual

- Working Resources Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Director GeneralInformation, Liaison and Operations
(DIS 3-2)
National Defence Headquarters
101 Colonel By Drive
Ottawa, Ontario K1A OK2

Telephone: 613-996-2353/2354

Reading Room

A reading room has been established in the office of the Directorate Access to Information and Privacy (DAIP) as designated under the Access to Information Act. Its address is:

Place de Ville, Tower B
112 Kent Street, 17th Floor
Ottawa, Ontario

Because of the security classification and the necessity to continually amend an unusually wide range of technical and training manuals, regulations and orders used by the Department of National Defence to fulfil its functions, it was found impractical to put all 90,000 publications on display. However, a complete list of its holdings is available in AIA Reading Room and the Department may, on request, provide for viewing a copy of existing manuals relating to a articular

subject or activity, provided the material is releasable and sufficient time is allowed to retrieve the publication from the depot.

National Energy Board

Chapter 105

The annual update for this institution was not received for inclusion in the 2006-2007 version of this Info Source publication. The following is from the 2005-2006 version of Info Source.

General Information

Background

The National Energy Board (NEB) was created by the National Energy Board Act of 1959.

Responsibilities

The Board's principal responsibilities under the National Energy Board Act are; regulate specific matters concerning oil, gas and electricity in the public interest (granting authorizations for the export of oil, natural gas, electricity and the construction of international and interprovincial pipelines and designated international power lines; setting of tolls and tariffs on pipelines under NEB jurisdiction); responsibilities under the Canada Oil and Gas Operations Act and certain provisions of the Canada Petroleum Resources Act now encompass the regulation of exploration for and the development and production of oil and gas on Frontier Lands in a manner that promotes safety of the worker, protection of the environment, and conservation of hydrocarbon resources;and to advise the Government on the development and use of energy resources (keeping under review the Canadian supply of all major energy commodities and the demand for Canadian energy in Canada and in export markets).

Legislation

- Access to Information Act
- Canada–Newfoundland Atlantic Accord Implementation Act
- Canada–Nova Scotia Offshore Petroleum Resources Accord Implementation Act
- Canada Oil and Gas Operations Act
- Canada Petroleum Resources Act
- Canadian Environmental Assessment Act
- Canada Labour Code Part II

- Canada–Newfoundland Oil and Gas Spills and Debris Liability Regulations
- Canada–Nova Scotia Oil and Gas Spills and Debris Liability Regulations
- Canada Oil and Gas Certificate of Fitness Regulations
- Canada Oil and Gas Diving Regulations
- Canada Oil and Gas Drilling Regulations
- Canada Oil and Gas Installations Regulations
- Canada Oil and Gas Geophysical Operations Regulations
- Canada Oil and Gas Production and Conservation Regulations
- Canada Oil and Gas Operations Regulations
- Comprehensive Study List Regulations
- Energy Administration Act
- Exclusion List Regulations
- Exemption List Regulations
- Federal Authorities Regulations
- Frontier Lands Petroleum Royalty Regulations
- Frontier Lands Registration Regulations
- Gas Pipeline Uniform Accounting Regulations
- Inclusion List Regulations
- Law List Regulations
- Mackenzie Valley Resource Management Act
- Mackenzie Valley Land Use Regulations
- National Energy Board Act
- National Energy Board Act Part VI (Oil and Gas) Regulations
- National Energy Board Cost Recovery Regulations
- National Energy Board Electricity Regulations
- National Energy Board Export and Import Reporting Regulations

- National Energy Board Pipeline Crossing Regulations, Part I

- National Energy Board Pipeline Crossing Regulations, Part II

- National Energy Board Substituted Service Regulations

- Newfoundland Offshore Area Oil and Gas Operations Regulations

- Newfoundland Offshore Area Petroleum Diving Regulations

- Newfoundland Offshore Area Petroleum Geophysical Operations Regulations

- Newfoundland Offshore Area Petroleum Production and Conservation Regulations

- Newfoundland Offshore Area Registration Regulations

- Newfoundland Offshore Certificate of Fitness Regulations

- Newfoundland Offshore Petroleum Drilling Regulations

- Newfoundland Offshore Petroleum Installations Regulations

- Newfoundland Offshore Petroleum Resource Revenue Fund Regulations

- Nova Scotia Offshore Area Petroleum Diving Regulations

- Nova Scotia Offshore Area Petroleum Geophysical Operations Regulations

- Nova Scotia Offshore Area Petroleum Production and Conservation Regulations

- Nova Scotia Offshore Certificate of Fitness Regulations

- Nova Scotia Offshore Petroleum Drilling Regulations

- Nova Scotia Resources (Ventures) Limited Drilling Assistance Regulations

- Nova Scotia Offshore Petroleum Installations Regulations

- Nova Scotia Offshore Revenue Account Regulations

- Nova Scotia Offshore Revenue Fiscal Equalization Offset Payments Regulations

- Nova Scotia Share of Offshore Revenue Interim Period Payment Regulations

- Nova Scotia Share of Offshore Sales Tax Payments Regulations

- Northern Pipeline Act

- Northern Pipeline Notice of Objection Regulations

- Oil Pipeline Uniform Accounting Regulations

- Oil Product Designation Regulations

- Oil and Gas Spills and Debris Liability Regulations

- Oil and Gas Occupational Safety and Health Regulations

- Onshore Pipeline Regulations, 1999

- Power Line Crossing Regulations

- Preliminary Screening Requirement Regulations

- Privacy Act

- Projects Outside Canada Environmental Assessment Regulations

- Regulations Respecting the Coordination by Federal Authorities of Environmental Assessment Procedures and Requirements

- Safety and Health Committees and Representatives Regulations

- Toll Information Regulations

Organization

Executive Office

Chief Operating Officer

The Chief Operating Officer is the Board's senior staff member. His responsibilities include the overall management of the Board, the acquisition and allocation of human and financial resources, the efficiency of Board activities and operations, leads the Board's Executive Team, and provides advice on matters deemed appropriate by the Chairman.

Office of the Secretary

The Office of the Secretary receives all applications and submissions and co-ordinates their consideration by the Board. It advises on the scheduling of hearings, and makes all administrative arrangements for public hearings in

Calgary and across Canada. It also administers the Access to Information Act and Privacy Act.

Legal Services

Legal Services provides legal advice to the Board on all matters relating to the Board's powers and responsibilities, acts as Counsel for the Board at public hearings, and represents the Board in proceedings before the Federal and Supreme Courts of Canada.

Business Units

Applications

The Unit assesses and processes applications for oil, gas and petroleum product pipeline transmission, and oil and natural gas exports from the time of an application's receipt through to the Board's decision. It is also responsible for financial surveillance and financial audits of companies under the Board's jurisdiction. It provides expertise in the areas of economics, engineering, environment and financial regulation.

Commodities

The Unit develops guidelines and regulations relating to Part VI of the National Energy Board Act. It is also responsible for reserves assessments, supply projections, market studies, maintenance of economic energy models, inter-commodity regulatory advice, industry monitoring, liaison with governments, industry and energy associations, and advice and information on natural gas, oil and related commodities, and electricity. As well, the unit assesses and processes applications for electricity exports and international and interprovincial electric power lines.

Planning, Policy and Coordination Unit

The Planning, Policy and Coordination Unit is responsible for developing the NEB's long-term regulatory framework and regulatory tools, and for organization-wide planning and coordination. It provides communication, engagement (general and Aboriginal), and appropriate dispute resolution (ADR) services to the Board. The Unit also supports the Board's on-going technical excellence through its professional leader and knowledge network services.

Integrated Solutions

The Integrated Solutions Business Unit is responsible, in partnership with clients, for developing, implementing and supporting strategies and solutions to enhance business outcomes. Included in this responsibility are the areas of people, information management, finances, and assets. The Business Unit provides services in computer systems and support, materiel and facilities management, contracting, library resources, corporate records management, financial management, human resource management, translation, and document design and production.

Operations

The Unit is responsible for health, safety and environmental monitoring and enforcement, accident investigation, and emergency response. The unit develops guidelines and regulations related to the National Energy Board Act, the Canada Oil and Gas Operations Act, and the Canada Petroleum Resources Act. Its Frontier responsibilities involve regulation of geophysical and geological programs, information management, resource assessments, environmental aspects of applications, inspection, accident investigation, and advice to Indian and Northern Affairs Canada. The unit also provides engineering services to the Northern Pipeline Agency.

Information Holdings

Program Records

Allocation of Oil
Description: Correspondence between the Energy Supply Allocation Board and the Oil Branch of the National Energy Board on the allocation of oil resources in an emergency.
Program Record Number: NEB GAO 195

Associations and Committees on Electric Power
Description: Information on liaison with power transmission companies, associations and conferences on electrical matters.
Note: Some files have been transferred to the Historical Branch of the National Archives of Canada.
Topics: Reports on, and agendas of, meetings and conferences; associations; power and transmission companies.
Program Record Number: NEB EPB 170

**Associations, Committees
and Conferences on Energy Supply**
Description: Information on applications and
supporting documents for hearings held on the
energy supply.
Note: Copies of applications, interventions and
transcripts of all hearings are held in the National
Energy Board library.
Topics: Supply data originating from energy
supply and demand hearings.
Access: Files arranged by year and company.
Program Record Number: NEB ESB 280

Canadian Content in Energy Projects
Description: Information on Canadian content
and industrial benefits of energy projects.
Topics: Studies; specific applications.
Access: Files arranged by application.
Program Record Number: NEB ECB 255

Canadian Electric Power Projects
Description: Information on Canadian electric
power projects and studies; also generation of
electric power and the transmission of extra-
high voltage electric power.
Topics: Electric power projects and studies
– Churchill Falls, James Bay, Fundy Tidal Power
Development study; power generation – power
potential, load and supply, nuclear, technology
for fuel cells, thermal coal-fueled and thermal
gas-fueled.
Access: Files arranged by project or study.
Program Record Number: NEB EPB 155

Certificates, Licences and Orders
Description: Originals of all certificates,
licences and orders issued by the Board.
Note: See "Prefix Identification of Certificates,
Licences, Orders and Permits" issued by the
National Energy Board (internal reference
memo listing document prefixes and references
to legislation).
Topics: Certificates of Public Convenience and
Necessity – oil and gas pipelines, electric power
lines; licences for the export of oil, gas and electric
power; safety orders; rates, tolls and tariffs;
miscellaneous orders.
Program Record Number: NEB OOS 095

Coal
Description: Published material and
correspondence on coal.
Topics: Forecasts; coal-gasification, liquefaction,
reserves.
Program Record Number: NEB ESB 320

**Construction of International
Electrical Power Lines**
Description: Applications for certificates and
supporting documents to construct or modify
existing power lines.
Topics: Policy; environmental guidelines;
interventions filed by interested parties.
Access: Files arranged by power company.
Program Record Number: NEB EPB 160

Crude Oil Movements by Pipeline
Description: Correspondence on pipeline
capability and the availability of crude oil; also
nomination, by refinery, of crude oil requirements.
Topics: Pipeline capability – pipeline traffic;
nominations by companies for crude oil
requirements; allocations of domestic crude,
prior to June 1985.
Program Record Number: NEB GAO 205

Crude Oil Statistics on Refinery Production
Description: Statistical information on the amount
of crude oil received in refineries, the amount of
crude processed by refineries each week, the
monthly supply survey on Canadian oil products,
monthly deliveries of crude oil and condensates
under licence, and the amount of products
exported each month.
Note: Most of these statistics are supplied
confidentially to the National Energy Board by
individual companies. Information can therefore be
released only as a combined total of all companies.
Topics: Canadian refinery receipt survey of crude
oil; crude oil runs (amount of crude processed in
refineries weekly or monthly); Canadian oil product
monthly supply survey; oil product export return.
Access: Files arranged by company.
Format: Storage, computer disc or tapes.
Program Record Number: NEB GAO 230

**Economic Benefits of Proposed
Energy Projects**
Description: Analyses of the economic viability of,
and benefits from, projects.
Topics: Viability analyses; cost-benefit –
committees, studies, specific applications;
licences, orders and exports.
Access: Files arranged by application.
Program Record Number: NEB ECB 260

**Economic Considerations in Setting
Pipeline Tolls**
Description: Information on the operations
of pipeline companies and the economic
considerations in setting tolls.
Topics: Productivity and efficiency of pipeline
companies; rates, tolls and tariffs; financial

arrangements; certificates and orders.
Access: Files arranged by subject and company.
Program Record Number: NEB ECB 270

Electric Power Failures
Description: Information on selected electric power interruptions.
Topics: Hydro-Quebec power interruption on January 10, 1978; power interruption on the Maritime grid, November 14, 1978; Northeast power failure of 1965.
Program Record Number: NEB EPB 175

Energy Cost and Pricing
Description: Correspondence on costs and pricing of energy.
Topics: Cost data; profitability data and studies; royalties.
Program Record Number: NEB ESB 315

Energy Supply and Demand Statistics
Description: Information on energy supply and demand and related data for all energy commodities.
Topics: Information, liaison and data related to co-operation among various associations, committees; statistical energy inquiries; statistical reports and returns; supply and demand data for all energies; international data.
Access: Files arranged by subject and committee.
Program Record Number: NEB ECB 250

Energy Supply, Surpluses and Reserves
Description: Information on the supply side of enquiry hearings, renewable energy, reserves and surpluses.
Topics: Energy supply; renewable energy; reserves and surpluses – particular applicants; licences, orders and exports.
Access: Files arranged by subject.
Program Record Number: NEB ESB 275

Enquiry Hearings on the Canadian Oil Supply and Requirements
Description: Submissions of various oil companies and supporting data during public hearings in 1975, 1976 and 1978.
Topics: Public hearings – Canadian oil supply requirements; submissions by companies on reserves and demand.
Access: Files arranged by year of public hearing.
Program Record Number: NEB GAO 220

Environmental Aspects of Energy Development
Description: Correspondence on oil, gas and electric power development.
Topics: Arctic hydrocarbon transportation systems; northern oil and gas pipelines; offshore oil and gas

transportation; other agency reviews – Federal Environmental Assessment and Review Office (FEARO).
Access: Files arranged by committee, project.
Program Record Number: NEB ERW 030

Environmental Assessment, Surveillance and Monitoring
Description: Published information on the environmental aspects of applications for certificates and orders to build a pipeline or power line, to commence construction, or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties, surveillance and monitoring reports.
Note: Applications to build a pipeline, transcripts of hearings and reasons for decisions are held in the Board library.
Topics: Applications for certificates and orders; environmental information submitted prior to construction of a pipeline or power line; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of facility by a pipeline; appeals and interventions; environmental assessment of the effects of pipelines or power lines; environmental surveillance.
Access: Files arranged by company and location of pipeline.
Program Record Number: NEB ERW 055

Environmental Associations and Committees
Description: Correspondence between the Board and various pipeline, industry, and environmental associations; information on liaison with various committees, conferences, oil and gas pipeline companies, and environmental agencies.
Topics: Environmental regulatory matters; co-operation and liaison with oil and gas pipeline companies, interdepartmental committees on environmental matters.
Access: Files arranged by association, committee, conference and pipeline company.
Program Record Number: NEB ERW 050

Environmental Implications of Oil and Gas Pipeline Operations
Description: Correspondence on environmental aspects of operating pipelines and facilities including storage and processing facilities.
Topics: Right-of-way conditions, gas plant emissions, tank farms, loading facilities, PCB and

hazardous waste storage and disposal, etc.
Program Record Number: NEB ERW 035

Environmental Incidents or Emergencies
Description: Reports of environmental inspection of spills of oil, products or other substances and their impact on the environment.
Topics: Leaks, breaks, spillage, environmental impact, clean up, restoration.
Access: Files arranged chronologically by incident and by pipeline company.
Program Record Number: NEB ERW 045

Exchange Agreements on Crude Oil
Description: Information on the exchange agreements on offshore and mid continent crude oil between Canadian and U.S. oil companies and related correspondence before June 1985.
Topics: Control of International Oil Exchange; mid-continent exchange agreements; eastern Canada foreign exchange agreements.
Access: Files arranged by Canadian and United States oil companies.
Program Record Number: NEB GAO 225

Exploration and Development
Description: Information on exploration for and development of hydrocarbon resources in Canada.
Topics: Oil and gas discoveries and development – Western Canada and northern and offshore areas; petroleum industry activity.
Program Record Number: NEB ESB 325

Export Charge for Crude Oil and Oil Products
Description: Information on the policy, audit reports, applications for remission of or exemption from export charges and the monthly returns filed by exporting companies.
Topics: Policy on the export charge; auditing of exporting companies; exemptions and remissions; Form 160, Oil Export Charge Return (monthly); determination of export charges.
Access: Files arranged by subject and company.
Program Record Number: NEB GAO 210

Export Control of Crude Oil, Condensates and Products
Description: Information on policy, forms of licences and orders, applications for licences or orders to export crude oil, condensates and products.
Topics: Policy; instructions to applicants; licence and order forms; Canadian requirements and availability for export; reports on export of crude oil and petroleum products since deregulation; proceedings of Export Panel.
Access: Files arranged by company.
Program Record Number: NEB GAO 215

Export Control of Gas Products
Description: Information on licences, orders and applications for the export of gas products;
Topics: Policy; instructions to the applicants; forms of licences and orders; proceedings of the Gas Panel; applications for licences and orders; monitoring of export volumes and aggregated prices.
Access: Files arranged by subject and applicant company.
Program Record Number: NEB GAO 140

Financial Reports
Description: Financial information on the oil and gas pipeline companies under the Board's jurisdiction; quarterly and annual financial reports.
Program Record Number: NEB FRB 025

Gas and Oil Storage
Description: Published material and correspondence on oil and gas storage projects.
Topics: Province of Ontario; Home Oil Company – Strait of Canso Storage Project.
Access: Files arranged by province and company.
Program Record Number: NEB ESB 330

Gas Processing and By-Products
Description: Published material on the extraction of by products from natural gas and the production of synthetic natural gas.
Topics: Ethylene and ethane; helium; sulphur; hydrogen; processing plants; synthetic natural gas.
Program Record Number: NEB ESB 295

Import and Export Gas Licences and Orders
Description: Applications and related correspondence for a licence to export or import natural gas or liquefied natural gas; interventions submitted by interested parties.
Topics: Emergency orders to export natural gas and liquefied natural gas; licences and orders to export and import natural gas, liquefied natural gas and gas products; interventions; combined hearings (two or more companies applying jointly for a licence).
Access: Files arranged by subject, company and year of application.
Program Record Number: NEB GAO 135

Inspection of Meters
Description: Reports by inspectors from Consumer and Corporate Affairs Canada on inspections of export and import meters on international power lines.
Access: Files arranged by power line certificate holder.
Program Record Number: NEB EPB 165

Inspection of Meters
Description: Reports by inspectors from Consumer and Corporate Affairs Canada on inspections of export and import meters on international pipelines.
Access: Files arranged by meter station.
Program Record Number: NEB PEO 081

Lands and Routing
Description: Correspondence on land-use concerns; on complaints of landowners concerning pipeline construction; applications for plan, profile and book of reference approval; applications for right of entry; notices for land acquisition and applications to purchase or sell land, buildings, equipment, or to abandon pipelines.
Topics: Complaints by landowners; plan, profile and book of reference applications; notices for service, publication and public hearings; cost recovery; right-of-entry applications; land acquisition procedures; application to sell/acquire land and property; applications to abandon pipelines.
Access: Files arranged by pipeline company for purchases, sales, leases, and abandonments; plan, profile and book of reference and right-of-entry applications. Complaints are filed by name of landowner, location and pipeline company.
Program Record Number: NEB ERW 040

Legal Cases
Description: Decisions rendered by the courts that may affect the work of the Board.
Topics: Administrative tribunals; American law; Bill of Rights; combines; Pipeline Act.
Program Record Number: NEB LAW 120

Legal Opinions
Description: Legal opinions prepared by the branch for the purpose of giving advice to the Board.
Topics: Duties and powers of the Board under the National Energy Board Act; Board jurisdiction; requirements of natural justice; interpretation of legislation.
Program Record Number: NEB LAW 110

Liaison with United States on Oil Matters
Description: Correspondence with United States federal government and agencies on oil matters.
Topics: Import and export of oil; offshore oil; pricing; pipeline tariffs; refineries; oil reserves; crude oil supply and demand; transportation by tanker; exchange agreements; import regulations; oil import statistics; turbine fuel; U.S. oil pipeline companies; refinery allocations; appeals and decisions; task force on oil imports; reports and

returns on pipeline incidents and petroleum matters.
Access: Files arranged by subject under the United States block of files.
Program Record Number: NEB GAO 200

Licences and Orders for the Export of Electricity
Description: Company applications and supporting data for a licence or order to export electricity for a specific period of time.
Topics: Application to export electricity in an emergency; to Canadian utilities.
Access: Files arranged by power company.
Program Record Number: NEB EPB 150

Litigation
Description: All documentation, legal opinions and working papers related to court cases with which the Board has been involved as a result of appeals of its decisions.
Topics: Trial division; Federal Court of Appeal; Supreme Court of Canada; public hearings – reasons for decision; subpoenas.
Access: Files arranged by type of cause.
Program Record Number: NEB LAW 125

Long-term Energy Demand
Description: Information on energy demand hearings, supply and demand forecasts, and demand and disposition projects.
Topics: Total Energy Supply and Demand Inquiry; energy demand forecasts; demand and disposition.
Access: Files arranged by subject.
Program Record Number: NEB ECB 240

Macro-economic Forecasts on the Canadian Economy
Description: Macro economic forecasts on the Canadian economy and their relationship to energy forecasts.
Topics: Statistical reports and returns; macro economic forecasting model studies; committees, boards, commissions, etc. related to macro economic forecasting.
Access: Files arranged by subject and committee.
Program Record Number: NEB ECB 245

Minutes of Meetings
Description: Official minutes of all meetings of the Board and officially former panels of the Board.
Topics: Certificates of Public Convenience and Necessity – oil and gas pipelines and electric power lines; licences and orders to export oil, natural gas and electricity; safety orders relating to pipelines; environmental matters with respect to oil and gas pipelines and electric power lines; rates, tolls and tariffs of pipelines under Board jurisdiction, Energy

Administration Act; Northern Pipeline Act; supply, demand, surplus of oil, gas and electric power.
Format: Microfilm.
Program Record Number: NEB OOS 100

National Oil Policy
Description: Correspondence on the national oil policy with various oil and pipeline companies, federal government departments and the National Energy Board.
Topics: Policy; National Oil Policy Review, 1969; redefining the Ottawa Valley; imports and transfer – gasoline; control of movements across Ottawa Valley line; petrochemical industry – export and import; oil import and transfer program; crude oil price survey; oil import cost compensation program; deep water facilities; deregulation – June 1985.
Program Record Number: NEB GAO 190

Natural Gas Pricing and Marketing
Description: Correspondence on marketing and pricing of natural gas and gas products, and reports of revenue by gas or pipeline companies.
Topics: Special market research; market value; propane and butanes pricing; revenue flowback by gas and pipeline companies; Energy Administration Act, Part III (Domestic Gas).
Access: Files arranged by subject and gas or pipeline company.
Program Record Number: NEB GAO 130

Nuclear Energy
Description: Published material and correspondence on nuclear energy.
Topics: Heavy water; uranium; fusion.
Program Record Number: NEB EPB 310

Oil and Natural Gas Reserves
Description: Information on oil and gas pools, including raw data, Board assessments and published material on reservoir analysis techniques.
Topics: Gas reserves; oil reserves; decline curve analysis; models and simulation; secondary and tertiary recovery.
Access: Files arranged by pool; each contains information on reservoir parameters, historical performance and assessments made by the Board staff.
Program Record Number: NEB ESB 290

Oil Refining Capacity and Processing
Description: Correspondence with refineries and selected oil companies on their forward projections of oil refining capacity and processing.
Topics: Ontario Refineries' Hearing, 1968; refining survey of Atlantic provinces and Quebec, Region

1 and 2; refining survey of central and eastern Canada, Region 1, 2 and 3; refining survey, Region 5; refining survey of British Columbia; processing and supply survey 1974-85, 1977-83 and 1979-85.
Program Record Number: NEB GAO 235

Oil, Natural Gas Liquids (NGL) and Natural Gas Production
Description: Information on historical and current production of hydrocarbons in Canada.
Topics: Crude oil and equivalent; NGL; natural gas.
Access: Files arranged by product and province.
Program Record Number: NEB ESB 285

Operation of Oil and Gas Pipelines
Description: Correspondence on the operation and maintenance of pipelines.
Topics: Corrosion Control Program; letters patent; design factors; safety; signs and markers; schematic drawing of pipelines; sandblasting; line pipe specifications; high energy impact joining of line pipe; reversal of pipeline; negative salvage.
Program Record Number: NEB PEO 065

Parliamentary and Ministerial Enquiries
Description: Information on questions raised by Members of Parliament in the House of Commons and correspondence to the Minister that has been referred to the Board for preparation of a reply.
Topics: Parliamentary enquiries – may cover, but are not limited to, queries on personnel, budgets, advertising, accommodations, equipment, person-years; correspondence to the Minister, usually on energy related matters for which the Board is responsible – certification of interprovincial and international oil and gas pipelines, international electric power lines, exports of oil, gas and electricity, supply and demand of oil, gas and electricity; complaints against pipeline companies.
Program Record Number: NEB OOS 105

Pipeline Associations and Committees
Description: Correspondence between the Board and various pipeline, oil and gas, and standards associations; also information on liaison with various committees, conferences and oil and gas pipeline companies.
Topics: Associations dealing with pipelines and engineering matters; institutes for engineering and pipeline matters; committees of the Canadian Standards Association; Task Force on Pipelines; conference on engineering and pipelines; co-operation and liaison with oil and gas pipeline companies.
Access: Files arranged by association, committee, conference and pipeline company.
Program Record Number: NEB PEO 075

Pipeline Construction
Description: Information on the application for certificates and orders to build a pipeline, to commence construction, leave to open a pipeline (commence operation), or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties.
Note: Applications to build a pipeline, transcripts of hearings and Reasons for Decisions are held in the Board library.
Topics: Applications for certificates and orders; applications to construct a pipeline; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of a facility by a pipeline; appeals and interventions; environmental assessment and effect on pipelines; routine facility inspection reports.
Access: Files arranged by company and location of pipeline.
Program Record Number: NEB PEO 080

Pipeline Development Projects
Description: Correspondence on northern oil and gas development.
Topics: Task Force on Northern Oil Development; gas Arctic systems; northern gas pipelines; northern gas transportation; Petro-Canada proposed Arctic power project; polar gas project.
Access: Files arranged by task force committee.
Program Record Number: NEB PEO 060

Pipeline Incidents or Accidents
Description: Reports of leaks, breaks, dents and buckles of oil and gas pipelines, including property damage, injury or death of personnel.
Topics: Leaks and breaks; dents and buckles; storage and use of lubricants; metallurgical investigations; repair program for the Sarnia-Montreal extension.
Access: Files arranged by pipeline and location of the leak, break, dent or buckle.
Program Record Number: NEB PEO 070

Public Hearing Process – Applications to the National Energy Board and Reasons for Decision
Description: Copies of all applications made to the Board, exhibits and other public hearing documents and reasons for decision.
Note: Copies of applications and the Board's reasons for decision are held in the library.

Topics: Certificates of Public Convenience and Necessity for construction and operation of oil and gas pipelines and electric power lines; licences for the export of oil, gas and electric power; rates, tolls and tariffs of pipeline companies under Board jurisdiction.
Access: Files arranged by applicant, company and year.
Program Record Number: NEB OOS 085

Rates and Tolls
Description: Information on the applications and supporting documents for rates and tolls submitted by pipeline companies; also copies of interventions submitted by interested parties, and copies of gas company sales and purchase contracts.
Note: Applications, transcripts and reasons for decision are held in the National Energy Board library.
Topics: Rate applications; interventions; complaints and investigations; price surveillance; sales contracts; purchase contracts; rates for gas.
Access: Files arranged by company.
Program Record Number: NEB FRB 005

Renewable Energy
Description: Published material and correspondence on renewable energy.
Topics: Biomass; geothermal; heat pumps; solar; tidal; wind; alcohol; peat.
Program Record Number: NEB ESB 305

Socio-economic Impact of Pipeline Projects
Description: Information on the regional economics of pipeline projects and their impact on socio-economic factors.
Topics: International developments; socio-economic studies; socio-economic impacts of specific applications.
Access: Files arranged by application.
Program Record Number: NEB ECB 265

Statistical Reports
Description: Statistical reports from provincial agencies and other private agencies on production, demand and forecasts.
Topics: Long-term energy; energy demand; production statistics.
Access: Files arranged by subject and province.
Program Record Number: NEB ESB 300

Statistics
Description: Statistical data on the export of electric power, supply and demand of electricity, forecasts, import of electricity.
Note: Report on Ontario Hydro forecast of load and capacity is held in the Board library.

Topics: Monthly reports by power companies on the export of electric power and energy; supply, demand and distribution forecasts; various reports compiled by Statistics Canada; Ontario Hydro's forecasts of power load capacity report; Canadian Electric Utilities: Analysis of Generation and Trends.
Access: Files are arranged by company and forecast.
Program Record Number: NEB EPB 185

Statistics
Description: Statistical data on exports and imports of natural gas and gas products, and on supply and disposition of propane and butanes.
Note: Certain statistics are provided by companies on a confidential basis and are available in aggregate form only. Statistics are held in the Board's library.
Topics: Propane and butanes supply and disposition, export and import volumes and average prices of natural gas and gas products and authorized volumes.
Access: Files arranged by subject and company.
Program Record Number: NEB GAO 141

Statutes and Regulations
Description: Working papers and other relevant material used by the branch in the preparation of amendments to statutes and regulations.
Topics: National Energy Board Act and Regulations; Energy Administration Act; Northern Pipeline Act.
Program Record Number: NEB LAW 115

Traffic
Description: Applications and related correspondence for orders to obtain access to transportation services on interprovincial and international gas pipelines; complaints about discrimination.
Topics: Interim orders to receive transport and deliver gas.
Access: Files arranged by company.
Program Record Number: NEB GAO 142

Uniform Accounting Regulations for Oil and Gas
Description: Correspondence between companies in Canada, the United States government and the National Energy Board on uniform accounting regulations.
Topics: Uniform classification of accounts and document retention regulations.
Access: Files arranged by subject, and oil and gas company.
Program Record Number: NEB FRB 020

United States
Description: Information on liaison with American federal and state departments on mutual electric and atomic energy problems.
Topics: Atomic Energy Commission; Acts and Regulations; uranium; nuclear electric power; Hanford Electric Generating Plant; geothermal energy; Jersey City Nuclear Power Project; U.S. Federal Power Commission; North American Electric Reliability Council; U.S. power – failures, projects, shortages, rates and statistics.
Program Record Number: NEB EPB 180

United States Regulatory Agencies for Natural Gas and Gas Products
Description: Correspondence between the National Energy Board and U.S. federal and state departments and agencies on natural gas and gas product matters.
Topics: Acts and regulations for natural gas; export and imports of natural gas; pricing of natural gas; supply, demand and storage; synthetic natural gas; gas rates; natural gas survey.
Program Record Number: NEB GAO 145

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Employment and Staffing

Finance

Proactive Disclosure

Relocation

Travel

Particular Personal Information Banks

Access Request Data Bank
Description: This bank contains the access request forms sent by individuals, the Board's replies and information relating to their processing.
Class of Individuals: All who submitted access reports.
Purpose: To respond to requests for information, submitted under the Access to Information Act and the Privacy Act.
Consistent Uses: To retain access requests and their replies for future reference, and to report on the number of access requests received annually. Disclosure is on request, but if the request is for someone other than the individual who sent in the original access form, that individual's name and

personal data elements are deleted from the reply. There is no linkage or matching.

Retention and Disposal Standards: These records are retained for two years. Retention and Disposal Standards currently under review.
RDA Number: 96/042
Related PR#: NEB OOS 105
TBS Registration: 000751
Bank Number: NEB PPU 020

Applications for Employment

Description: This bank contains all applications received requesting employment with the National Energy Board. The files include completed application forms, letters and curriculum vitae of persons interested in working with the Board. Access to this bank requires a name and the year in which the application was submitted.
Class of Individuals: All applicants for employment.
Purpose: For screening whenever openings become available.
Consistent Uses: To store employment applications for future reference. Disclosure is on request to the original applicant. Other enquirers are provided with statistics only. There is no linking or matching.
Retention and Disposal Standards: Documents are retained for six months then shredded.
RDA Number: 96/042
Related PR#: NEB PRN 920
TBS Registration: 000749
Bank Number: NEB PPU 010

Contracts

Description: This bank contains details of all contracts entered into by the National Energy Board (NEB) for the procurement of services, including personal services. The bank contains basic data such as education qualifications, work-related experience, termination dates, amount of fees paid, etc. Contracts awarded by the Department of Supply and Services on behalf of the Board are included.
Class of Individuals: Those who have provided the Board with services under contract.
Purpose: To make a decision on the selection of the most suitable candidate to fill specific requirements.
Consistent Uses: To record, retain and monitor all contracts. These records are also used during the auditing function. Disclosure is on request. There is no linkage or matching.
Retention and Disposal Standards: These files are retained for six years after completion and non-renewal of the contract and then shredded.

RDA Number: 96/042
Related PR#: NEB PRN 914
TBS Registration: 000750
Bank Number: NEB PPU 015

Interventions and Letters of Comment

Description: This bank contains the interventions and letters of comment filed with the Board by companies, public interest groups, and individuals who have participated in the Board's regulatory proceedings. All such documents are public and form part of the record of proceeding. Documents may be retrieved by providing the name of the application to which the document relates and the name of the participant.
Class of Individuals: Individuals who have participated in the regulatory proceedings of the National Energy Board.
Purpose: For consideration of these submissions by the Board in arriving at quasi-judicial decisions on applications before it.
Consistent Uses: To maintain a record of all interventions and letters of comment filed with the National Energy Board, relating to any applications. Disclosure is on request because all these documents are public. There is no linkage or matching.
Retention and Disposal Standards: Documents retained for 40 years then the status of facility is reviewed. If the facility is decommissioned and retention is applied then files are passed to the National Archives of Canada to become part of the history of Canada.
RDA Number: 96/042
Related PR#: NEB OOS 085
TBS Registration: 000748
Bank Number: NEB PPU 005

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Personnel Security Screening

Relocation

Travel

Classes of Personal Information

Office of the Secretary Files

In the course of its programs and activities the National Energy Board may accumulate personal information which is not contained in the specific personal information banks listed in this entry. Such information may include an individual's name, address, telephone number, or opinion on a specific matter. These data are stored as part of the general subject files and the records are not normally retrievable by the name of the individual or other identifier.

Such personal information is provided by individuals in requesting publications, general information, funds for projects they are conducting, or in providing their comments or opinions on various topics.

To retrieve this type of personal information, the enquirer must state the specific subject matter of the correspondence, the name of the person, and the approximate date on which the correspondence was forwarded to the Board.

The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

• Environmental Operations Procedure Manual

• Environmental Surveillance Manual

• General Guidelines for Processing Hearing Applications

• Memorandum of Guidance, Re: Regulation of Group 2 Companies

• Pipeline Construction Inspection Manual, November 1984

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the National Energy Board, its functions and mandate, may be directed to:

National Energy Board
444 Seventh Avenue S.W.
Calgary, Alberta T2P 0X8

Telephone: 403-292-4800
Toll-free Telephone: 1-800-899-1265

Reading Room

The Board has designated a public reading room under the Access to Information Act. The reading room is located in the Board's Library at:

Ground Floor
444 Seventh Avenue S.W.
Calgary, Alberta

The hours are 09:00 to 16:00, Monday to Friday.

National Farm Products Council

Chapter 106

General Information

Background

The National Farm Products Marketing Council was established in 1972 under the Farm Products Marketing Agencies Act. This Act amended by Bill C-54 assented the 25th of February, 1993 is now called the Farm Products Agencies Act therefore the National Farm Products Council.

Responsibilities

The National Farm Products Council is responsible for supervising the Canadian farm products agencies established under the Farm Products Agencies Act. The Council works with these agencies and provincial governments to promote an efficient and competitive industry for the products concerned. The Council also administers the Agricultural Products Marketing Act.

Legislation

- Farm Products Marketing Agencies Act, 1972. Amended by Bill C-54 assented the 25th of February, 1993 now the Farm Products Agencies Act

- Agricultural Products Marketing Act, 1949

Organization

Council

The Council is responsible for policy decisions and for the ultimate objectives and goals of the National Farm Products Council. All nine council members are appointed by Order-in-Council. The Chairperson is a full time GIC appointee with all other members serving on a part time basis.

Office of the Chairperson

This section of the organization involves the Chairperson and Executive Director. Responsibility is for the Council's strategic policy setting, direction and activities plus responsibility and accountability for the administrative operations.

Policy & Operations

This section is responsible for the day to day monitoring of the farm products agencies'

operations and for reporting their findings to Council. The staff is also called upon to perform special tasks or conduct studies regarding existing or possible new agencies. It provides analysis and documentation for Council's decisions.

Regulatory Affairs

This section is responsible for processing agency orders and regulations and for the administration of the Agricultural Products Marketing Act. The section also manages complaints received by the Council and public hearings as required.

Management Services

This section is responsible for records management, property management, material management, Access to Information and Privacy Legislation, general administration and for the financial, personnel and support functions for Council members and staff.

Information Holdings

Program Records

Canadian Marketing Agencies
Description: Information on the Canadian farm products agencies: the Canadian Egg Marketing Agency, the Canadian Turkey Marketing Agency, the Chicken Farmers of Canada, the Canadian Broiler Hatching Egg Marketing Agency and the Canadian Beef Cattle, Research, Marketing Development and Promotion Agency. Records are located at the National Farm Products Council.
Topics: Federal and Provincial levies; information services; claims; hearings; licensing; penalties and offenses; producer quotas; cost of production; production surveys; programs; reports and statistics; prices; statutory orders and regulations; surplus egg removal; interprovincial and export trade; marketing agencies (organization, minutes of proceedings, administration, finances, etc.).
Format: Recordings – council meetings and in-camera hearings.
Program Record Number: FPM FPM 010

Marketing Operations
Description: Information on liaison with commodity producers' associations, provincial

agricultural departments, provincial marketing boards and other councils on matters related to marketing operations. Records are located at the National Farm Products Council.
Topics: Producer quota studies; guidelines for cost of production formulae; interprovincial and export trade; statutory orders and regulations; reports and statistics; commodities – Poultry Eggs and Hatching Eggs and Beef (minutes of proceedings).
Program Record Number: FPM FPM 005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Employment and Staffing

Finance

Hospitality

Proactive Disclosure

Procurement

Relocation

Travel

Particular Personal Information Banks

Access Requests Files
Description: This bank contains requests under the Access to Information Act, submitted by individuals or organizations to access records, the replies to such requests, and any other information relevant to the processing of the requests.
Class of Individuals: Individuals or organizations.
Purpose: Records are compiled to process access requests, and for research and statistical purposes.
Consistent Uses: This bank is used for reference and statistical purposes.
Retention and Disposal Standards: Two years and then destroyed.
RDA Number: 98/001
TBS Registration: 000477
Bank Number: FPM PPU 015

Applicants Inventory
Description: The purpose of this information bank is to maintain an inventory of candidates seeking employment with the National Farm Products Council. Applications come from within and outside the public service. The applications contain personal characteristics and histories describing the educational and working backgrounds of

the applicants. Some applications also contain unsolicited performance appraisals.
Class of Individuals: Applicants.
Purpose: Records are maintained for general administration.
Consistent Uses: This bank is used for administrative purposes only.
Retention and Disposal Standards: Two years and then destroyed.
RDA Number: 98/005
Related PR#: FPM PRN 920
TBS Registration: 000479
Bank Number: FPM PPU 025

Expenditure Records
Description: This bank contains information to support payments made to the general public and government departments for the provision of goods and services to the Government of Canada.
Class of Individuals: Private companies and government departments.
Purpose: Supporting documentation for payment of accounts.
Consistent Uses: This bank is used for accounting, reference and statistical purposes.
Retention and Disposal Standards: Six fiscal years and then destroyed.
RDA Number: 99/004
Related PR#: FPM PRN 915
TBS Registration: 000480
Bank Number: FPM PPU 030

Financial Records
Description: The purpose of this bank is to record program expenditures and revenues. It contains files on payments for travel and relocation, reimbursements for allowable charges and contractual agreements.
Class of Individuals: Employees of the Council.
Purpose: Records are compiled for the control and administration of the expenditures of the Council.
Consistent Uses: The bank is used for accounting, reference and statistical purposes.
Retention and Disposal Standards: Six fiscal years and then destroyed.
RDA Number: 99/004
Related PR#: FPM PRN 914
TBS Registration: 000478
Bank Number: FPM PPU 020

Personal Service Contracts
Description: This bank maintains a record of personal service contracts awarded. The bank is comprised of case files which contain the contracts, description of duties, length of service, remuneration, any other approved terms and

conditions deemed necessary and other related correspondence. It may also contain the curricula vitae and social insurance numbers of some individual contractors.

Class of Individuals: Consultants.

Purpose: Records are compiled for administration and financial reasons on all personal service contracts for proper control, accounting,substantiations and authority.

Consistent Uses: This bank is used for the award of personal service contracts and their controls.

Retention and Disposal Standards: Six fiscal years and then destroyed.

RDA Number: 99/004

Related PR#: FPM PRN 912

TBS Registration: 000475

Bank Number: FPM PPU 005

Private Sector Consultants

Description: This bank is a record of consultants and consulting firms from the private sector that have requested registration with the Council. The data bank contains individual and/or firm names, addresses and areas of specialization.

Class of Individuals: Consultants.

Purpose: Records are compiled for general administration.

Consistent Uses: This bank is used for selection and awarding of personal service contracts.

Retention and Disposal Standards: Two years and then destroyed.

RDA Number: 99/004

Related PR#: FPM PRN 912

TBS Registration: 000476

Bank Number: FPM PPU 010

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Relocation

Travel

Manuals

• Governance Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Council and its various functions may be directed to:

Executive Director
National Farm Products Council
Canada Building
344 Slater Street
Ottawa, Ontario K1R 7Y3

Telephone: 613-995-6752

Reading Room

An area on the premises of this institution has been designated under the Access to Information Act as a public reading room. The address is:

Canada Building
344 Slater Street, 10th Floor
Ottawa, Ontario

National Film Board of Canada

Chapter 107

General Information

Background

The National Film Board of Canada ("NFB") was established by an Act of Parliament on May 2, 1939: It is presently governed by the National Film Act, R.S.C. 1985, ch. N-8, as amended. The NFB reports to the Minister of Canadian Heritage. Its mandate is " to produce and distribute films and other audiovisual works intended for Canadian audiences and foreign markets, to increase the knowledge and understanding of the social and cultural realities of Canada."

Responsibilities

In its mission statement, the NFB expresses its mandate as follows: To produce and distribute distinctive, culturally diverse, challenging and relevant audiovisual works that provide Canada and the world a unique Canadian perspective.

Recent NFB productions include documentaries, animated films and multimedia works. NFB films can be purchased via the customer services telephone (1-800-267-7710 in Canada, 1800-542-2164 in the U.S.) or on line at the i-stores on the NFB website includes the full catalogue of the NFB's productions as well as other information on its activities. NFB films can also be viewed and obtained at the NFB's Mediatheques in Toronto and Montreal or through an important number of public libraries in Canada. NFB productions are broadcast on conventional and specialty channels, they can be seen in theatres or community centres at public screenings and at film festivals in Canada and abroad. They are distributed in Canada and abroad directly by the NFB or through authorized distributors.

The NFB English and French Program Branches produce and coproduce audiovisual works. NFB production centres are located in Vancouver, Edmonton, Winnipeg, Toronto, Quebec City, Montreal, Moncton and Halifax. A large proportion of NFB productions are made by freelance filmmakers from across Canada. The NFB's annual production is approximately 100 original audiovisual works and 40 versions or adaptations of existing productions.

Legislation

- National Film Act, R.S.C. 1985, c. N-8, as amended.

Organization

The NFB is headed by the Government Film Commissioner, with the support of the Director General of the English Program Branch, the Director General of the French Program Branch, the Director General of Distribution, the Director General of Marketing and Communications, the Director of Technical Innovation and Resources, the Director of Planning, Evaluation and Audit, the Director of Administration, the Director of Human Resources, and the Secretary to the Board of Trustees who is also the Director of Business Affairs and Legal Services.

The NFB is divided into nine major areas of responsibility:

Administration

This branch comprises financial operations, accommodations, material resources and information technologies.

Board of Trustees Secretariat and Business Affairs and Legal Services

In addition to acting as the Board of Trustees Secretariat, this branch is responsible for business affairs and legal services, the administration of the Access to Information Act, the administration of the NFB Conflict of Interest and Post-Employment Code and the rights management of the film collection.

Marketing and Communications

This branch is responsible for institutional marketing and the marketing of all NFB releases as well as internal and external communications, film festival relations, public relations and corporate affairs. Marketing and Communications operates the NFB's Mediatheques in Montreal and Toronto and is also responsible of the development and the operation of the Internet and Intranet sites.

Distribution

This branch does commercial activities and is responsible for the NFB's distribution and sales

activities, as well as the NFB's outreach activities in the institutional sector in Canada. Distribution also oversees the exploitation of the NFB Stock Shot Library, the operations of the Customer Service and the i-stores on the NFB's website.

English Program

This branch produces English-language films and multimedia products for audiences in Canada and abroad. It produces and co-produces mainly documentaries, animated films and multimedia and interactive productions, out of studios located in Montreal, Halifax, Toronto, Winnipeg, Edmonton and Vancouver.

French Program

This branch produces French-language films and multimedia products for audiences in Canada and abroad. It produces and co-produces mainly documentaries, animated films and multimedia and interactive productions, out of studios located in Montreal, Quebec City, Moncton and Toronto.

Human Resources

This branch is responsible for the overall services and policies related to human resources management, staffing, pay and benefits, classification, organizational development and training, organizational communications, the employment equity program, staff relations including the negociation of collective agreements, the negotiation of SCALE agreements with artists' and performers' associations and occupational safety and health.

Planning, Evaluation and Audit

This branch is responsible for strategic and operational planning of the institution as a whole, application of the program evaluation policy and internal audit. This branch is also responsible for information management and government relations.

Technical Innovation and Resources

Technical Innovation and Resources is responsible for the NFB's research and development activities, continuing the Film Board's long and distinguished history of technological advancement in cinema. The department assures the accessibility, quality and longevity of the NFB collection, and also provides a wide range of post-production services in order to meet the needs of the NFB's production, marketing and communication, and distribution branches.

Information Holdings

Program Records

Business Affairs and Legal Services

Description: Information related to legal files regarding production and distribution operations of the NFB, legal documents pertaining to film rights management and legal documents related to NFB's activities, access to information requests and privacy requests.

Topics: Information on acquisition and management of rights, various contracts relative to productions, various legal documents, requests for access to information regarding privacy rights.

Access: Information with restricted access because of the legal nature of the documents, filed by film title or other work, project name, supplier name, partner, agent or distributor.

Program Record Number: NFB BOT 005

Collection Management

Description: Information related to the films, their use and the collection conservation, Rights management of the collection, information on stock shots, the phototheque, archives (on paper support), sound library and partner libraries.

Topics: Information on NFB products.

Access: Information regarding the film collection is available on the NFB's website and is filed by film title, subject, name of main artists and artisans of the film (list of credits) and by year. Certain databases are meant for internal use only (Ex. volts and rights management).

Program Record Number: NFB COM 010

Marketing and Communications

Description: Information on NFB activities, the promotion of films, the film collection, and participation in festivals.

Topics: Contacts with media; publication of press releases; brochures; advertizing and promotion; annual report; Internet and Intranet sites; presentations and submissions to regulatory bodies and Parliament.

Access: The majority of the information is available on the NFB's website, filed by date, by film title, by name of the event or by name of the document. However, the access to the information related to the members of the NFB Club is restricted and meant for internal use only.

Program Record Number: NFB COM 015

Distribution

Description: Information on distribution of films and multimedia products in Canada and abroad.

Topics: Information on customers, distributors, agents, contracts, sale revenues, markets and sale territories, price lists, acquisitions, commercial partnerships, and the NFB Film Club.
Access: Internal databases for internal use only, may contain third-party confidential information and confidential information with restricted access.
Program Record Number: NFB EFM 025

Festivals, Awards and Special Events
Description: Information on the various festivals, awards and film events in which the NFB participates.
Topics: Selection of films; registration to the festivals; information on filmmakers participating in the festival/film events; awards received.
Access: Information filed by film title, by name of festival, by name of director, by name of price recipient and by year.
Program Record Number: NFB INT 010

Planning, Evaluation and Audit
Description: Operational planning.
Topics: Report on Plans and Priorities (expense budget) of the NFB, program evaluation, performance reports, internal audit reports and socio-economics studies.
Access: Certain reports are public and the information is filed by activity, subject-matter, internal program and year.
Program Record Number: NFB PEA 030

Production
Description: Information on the production and co-production of films and multimedia products by the English Program and the French Program.
Topics: Film proposals; budgets, research projects, various contracts, third party financial statements; freelancer contracts; documents related to the program: "Aide au cinéma indépendant of the French Program Branch and the Filmmaker Assistance Program of the English Program Branch.
Access: Information filed by project title, film title and sometimes, by name of director. These databases are for internal use only with restricted access.
Program Record Number: NFB EFP 035

Technical Research
Description: Information on testing and analysis of new materials and processes for professional filmmaking and distribution.
Topics: Research and development in film distribution and production, multimedia, digitization and implementation of MPEG standards.

Access: Information filed by research project and by name of partner. Access to certain informations are restricted access because of their confidential nature.
Program Record Number: NFB TRF 040

Technical Services
Description: Rental of filmmaking equipment and provision of post-production services.
Topics: Price lists, lists of availabilities and use of resources and equipment.
Access: Internal database for internal use only. Information filed by project name and by customer name.
Program Record Number: NFB TSF 045

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Access to Information and Privacy Requests

Administration

Administration and Management Services

Acquisitions

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Relocation

Travel

Manuals

- Conflict of Interest and Post-Employment Code

- Emergency Procedure Manual

- Human Resources Manual

- Policy Concerning the Use of E-mails, Internet and Intranet

- Policy Concerning the Use of NFB Equipment For Personal Purposes

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please direct requests for general information about the National Film Board of Canada to:

General Enquiries – Ottawa:
Telephone: 613-992-3615
Facsimile: 613-947-2537

General Enquiries – Montreal:
Telephone: 514-283-9246
Facsimile: 613-283-8971
Customer Service: 1-800-267-7710
Internet: www.nfb.ca

Co-ordinator, Access to Information:
Telephone: 514-283-9163
Facsimile: 514-496-1646

Co-ordinator, Privacy:
Telephone: 514-283-9115
Facsimile: 514-283-5850

Reading Room

In accordance with the Access to Information Act, the NFB has designated an area on the premises of two of its offices as public reading rooms. The addresses are:

Constitution Square
360 Albert Street, Suite 1560
Ottawa, Ontario K1A 0M9

or

3155 Côte de Liesse Road
St-Laurent, Quebec H4N 2N4

National Gallery of Canada

Chapter 108

The annual update for this institution was not received for inclusion in the 2006-2007 version of this Info Source publication. The following is from the 2005-2006 version of Info Source.

General Information

Background

The National Gallery of Canada (NGC), a Crown corporation, was established in 1990 by the Museums Act.

Responsibilities

The corporate objectives of the National Gallery of Canada are to develop, maintain and make known, throughout Canada and internationally, a collection of works of art, historic and contemporary, with special but not exclusive reference to Canada, and to further knowledge, understanding and enjoyment of art in general among all Canadians.

Legislation

- The Museums Act, 1990

Organization

Director's Office, Deputy Director's Office, Administration and Finance

These provide overall guidance, direction and common services to the programs and operations of the National Gallery of Canada. Included in these common support services are administrative, financial, personnel, records, information and technology, bookstore, audit, facilities and security. Also it provides the secretariat for the Board of Trustees.

Collections and Research Branch

This Branch is responsible for the following operational areas: curatorial, registration, restoration and conservation, photography and a research library. The Branch develops a record of visual art, historic, modern and contemporary, situates that record within an international cultural context, and maintains documentary records on the condition and cultural and historical origins of the objects collected. Through the Library, the Branch provides a major study and teaching resource for Canadian and international artists, scholars and students, and interested members of the public.

Public Affairs Branch, Exhibitions and Installation Branch

These branches make the collection of more than 40,000 works of art and related knowledge accessible to national and international audiences through its displays of the permanent collections and special exhibitions, education services, publications, sales and media relations.

Canadian Museum of Contemporary Photography

An affiliate of the NGC since 1985, this museum undertakes a broad range of activities involving contemporary Canadian photographs and photographers. Its activities include acquisition and ordering of photographs, public programs, travelling exhibitions, loans, publications, educational programs, special exhibitions and national service.

Information Holdings

Program Records

Acquisition of Collections
Description: Information on the policy for the acquisition of works of art through purchases, gifts and donations; acquisition of historic Canadian art; offers of works of art that have been accepted and rejected; and examination reports for new acquisitions.
Topics: Gifts proposed, approved and rejected; purchases – paintings, photographs, prints and drawings, sculptures; insurance; major acquisitions; preliminary correspondence with artists, collectors and dealers on acquisitions; correspondence with dealers, donors, collectors and artists; conservation; and examination reports.
Program Record Number: NGC NGA 005

Artists' Files
Description: Information on artists-biographies, exhibitions and places where they have exhibited their works; and correspondence.

Topics: Records related to individual artists by name.
Program Record Number: NGC NGH 140

Conservation

Description: Information on the conservation and preservation of artifacts, including prevention of deterioration through care and maintenance, suitable physical environment for storage and correct handling and packaging procedures for transportation.

Topics: Conservation of works of art ; National Gallery collection; examinations, inspections, restorations, analysis of pigments, varnish and lacquer; damages to paintings and works of art on loan; architectural conservation; L'Assemblée nationale du Québec; conservation procedures for sculptures, paper-deacidification, thermo paper, ageing; and safety of prints and drawings.

Program Record Number: NGC NGI 160

Exhibitions, Expositions and Fairs

Description: Information on: permanent, travelling and special exhibitions, policy, exhibit planning and proposed exhibitions; Ottawa exhibitions; correspondence with lenders and inter-office correspondence dealing with the planning of exhibitions and catalogues; international and travelling exhibitions between 1959 and the present; exhibitions of prints and drawings; and aspects of exhibiting, exhibit planning and proposed exhibitions.

Topics: Schedules of exhibition programs; extension services; proposed exhibitions; publicity and advertising; invitations; special exhibitions; offers and suggestions for exhibitions; exhibitions in Canada and foreign countries; National Gallery involvement in exhibitions organized by other organizations; proposed exhibitions refused; in-house collection-generated exhibitions; lighting for exhibitions in galleries; schedules of exhibition programs.

Program Record Number: NGC NGB 020

Loans

Description: Information on: incoming and outgoing loans for exhibitions, government residences, ministers' offices; loans of National Gallery works of art to government departments and museums, universities and institutions in Canada and abroad.

Topics: Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list; general correspondence and policy; Canadian loans — approved and rejected; non-Canadian loans — approved and rejected; war art; and loans for exhibitions.

Program Record Number: NGC NGC 040

Operations

Description: Information on: the general operations of the National Gallery of Canada; on the general operation of the Museum of Contemporary Photography.

Topics: Movement of works of art; chemicals; lining techniques technical studies; insurance safety; steps used in the preparation of opaque cross-section. Policy; prints and drawings; corporate sponsorship; curatorial operations; special events; movement of photographs.

Program Record Number: NGC NGD 060

Photographic Services

Description: Information on: the gallery's photographic services; registration; education services; education policy; multi-media.

Topics: Technical photography; acquisitions; procedures; colour transparencies.

Program Record Number: NGC NGF 100

Publications

Description: Information on various aspects of publications activities at the National Gallery of Canada; National Gallery publications for exhibitions and collections during the years before 1958 and between 1959 and the present; general information on books and publications and on various aspects of publication activities at the Canadian Museum of Contemporary Photography.

Topics: Policy; permanent catalogue project; copyright and reproduction rights; bilingualism in publications; bulletins; journals; Canadian Artists series; catalogues for National Gallery collections; exhibition catalogues; acquisitions of books and other publications; submissions to outside publications; publications of the National Gallery; Bulletin No. 9; restoration and conservation laboratory journal; exhibitions, photography, printing and typesetting, purchases and sales; discounts; price evaluation; distribution lists; policy; copyright and reproduction rights; regular newsletter; mailing list.

Program Record Number: NGC NGG 120

Research

Description: Research files on exhibitions the curators have organized; individual research dossiers for art objects in the collections of the National Gallery; information on: the various processes used in photographic reproduction; on aspects of research and researchers; on collection content and the photographers; and library.

Topics: Canadian paintings, sculpture, decorative arts; Royal Canadian Academy Diploma works; non-Canadian paintings, sculpture, decorative arts; Asian art; videotapes and films; computer image processing; biographical files; subject card index for photographs, digitisation of the collection and books, periodicals and catalogues relating to photography.

Access: These files are located in the office of the Curator of Historic Canadian Art.

Program Record Number: NGC NGE 080

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Finance

Particular Personal Information Banks

Collections

Description: This bank has complete information pertaining to the collection of objects by the National Gallery of Canada.

Class of Individuals: The information regards individuals with which the National Gallery of Canada deals, in relation to collecting.

Purpose: The purpose is to maintain complete information about objects collected or collectable by the National of Canada. The information is classified by objects. It is used to determine the value of objects for income tax or insurance purposes.

Consistent Uses: No consistent use.

Retention and Disposal Standards: Permenant Retention

RDA Number: TBD

Related PR#: NGC NGA 005

TBS Registration: 004050

Bank Number: NGC PPU 005

Contract Files

Description: The purpose of this bank is to keep a record of all personal and professional service contracts entered into by the National Gallery of Canada. It contains information such as the request for service by the manager, the original contractual document, and reasons for not authorizing payment if the terms of the contract have not been met. Active files are kept within the Finance Division.

Class of Individuals: Information relates to individuals from the private sector under contract for services to NGC.

Purpose: For contracting services.

Consistent Uses: To maintain information on all service contracts entered into by NGC.

Retention and Disposal Standards: Six fiscal years, then destroyed.

RDA Number: 89/001

Related PR#: NGC PRN 914

TBS Registration: 004051

Bank Number: NGC PPU 010

Requests from Federal Investigative Bodies

Description: Contains requests for personal information made pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests.

Class of Individuals: Individuals being investigated by federal investigative bodies.

Purpose: To meet the requirements of the Act.

Consistent Uses: Compiling statistics relating to requests from federal investigative bodies.

Retention and Disposal Standards: Two years after resolution then destroy.

RDA Number: 89/001

Related PR#: NGC PRN 930

TBS Registration: 004053

Bank Number: NGC PPU 030

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Personnel Security Screening

Classes of Personal Information

Some NGC files summarized in the Program Records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about NGC collections, programs and services, information and advice given to individuals by NGC employees about museums and museum objects, and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on the relevant subject files and are not identifiable by

name of the individual or other personal identifier. To retrieve these classes of personal information, the NGC would need as much detail as possible about the subject matter, the geographic location and the time the information would have come to the NGC.

The retention periods for these classes of personal information are the same as those for the subject files containing the information.

Manuals

• Acquisition Policy

• Communications Policy

• Human Resources Policy

• Information and Thecnology Policy

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Gallery, its components, and its various programs and functions may be directed to:

Public Affairs
National Gallery of Canada
380 Sussex Drive
P.O. Box 427, Station A
Ottawa, Ontario K1N 9N4

Telephone: 613-990-1935

Reading Room

The Corporation's library has been designated under the Access to Information Act as a public reading room. The address is:

Library
National Gallery of Canada
380 Sussex Drive
Ottawa, Ontario

National Parole Board

Chapter 109

General Information

Background

The National Parole Board, was created by the Parole Act in 1959. The Parole Act was repealed in 1992 and replaced by the Corrections and Conditional Release Act.

Responsibilities

The National Parole Board is an agency within the Department of Public Safety and Emergency Preparedness Canada. Board members are appointed by the Governor in Council (Cabinet) to offices in the Atlantic, Quebec, Ontario, Prairies, and Pacific regions and to the Appeal Division at the National Office in Ottawa. The National Office also houses a number of other Divisions including Legal Services, Corporate Services, Policy, Planning and Operations, Performance Measurement, and the Clemency and Pardons Division.

The Corrections and Conditional Release Act (CCRA) empowers the National Parole Board to make conditional release decisions about offenders in federal penitentiaries, and in territorial, and provincial prisons in those provinces which have not established their own board of parole. Ontario, Quebec, and British Columbia maintain parole boards for offenders serving sentences of less than two years in their provincial institutions.

The National Parole Board has adopted policies to guide Board members in making decisions. The Board uses information from police, prosecutors, psychiatrists, judges, officers of the Correctional Service of Canada, the offender, victims and others to assess risk. Many conditional release decisions are made after Board members hold a hearing with the offender. Some decisions are reached in the office after a thorough review of an offender's file.

The Criminal Records Act (CRA) allows the Board to issue, grant, refuse to grant or revoke pardons for convictions under federal acts or regulations. Amendments to the CRA in 2000 also allow the Board to confirm that a pardon granted or issued to a person ceases to have effect.

If a pardon is in force, any federal agency or department that has records of convictions must keep the records of those convictions separate and apart. They may not disclose the information in the record without permission from the Minister of the Public Safety and Emergency Preparedness Canada.

Legislation

- Corrections and Conditional Release Act and Regulations

- Criminal Code

- Criminal Records Act

- Prisons and Reformatories Act

Organization

Chairperson and Vice-Chairperson

The Chairperson is the chief executive officer, responsible for all National Parole Board matters. Reporting directly to the Chairperson are the Executive Vice-Chairperson; the Executive Director; the Vice-Chairperson of the Appeal Division and the Vice-Chairperson in the Board's regional offices in Moncton, Montreal, Kingston, Saskatoon, and Abbotsford; the legal Counsel and the Director of Communications.

Executive Director

As the Board's Chief Operating Officer, the Executive Director is responsible for providing corporate leadership of the five regional offices and a number of divisions at the National Office in their provision of quality, cost-effective and coordinated support to the Board's decision-making process.

Director, Corporate Services

The Director is accountable for overall planning, coordination and direction of the National Parole Board's Corporate Services functions including Finance, Human Resources, Procurement, Security and Administration.

Director, Performance Measurement

The Director is responsible for providing the National Parole Board with an independent and objective assessment of the performance of its programs and policies, and for making recommendations for their improvement. He is also

responsible for providing all statistics to support the management and improvement of programs and policies.

Director, Policy, Planning and Operations

The Director Policy, Planning and Operations, is accountable for the development of the broad policy framework governing the operations and administration of the National Parole Board's (NPB) conditional release and clemency and pardons programs and for coordinating NPB's contribution to major reviews and amendments to the Canadian Justice System legislation and operations. The incumbent is also accountable for the Board's strategic and operational planning processes and for providing broad functional advice and directions for regional operations, and for ensuring the conduct of research.

Director, Information Management Services

The Director, Information Management Services and Chief Information Officer is responsible for the management of the Parole Board's information holdings including the maintenance and safekeeping of the Board's files and records and the disposal of those records in accordance with government of Canada policies and procedures. The director is also responsible for the Board's information technology (IT) systems including the planning, design, development, acquisition and management of the Board's computer systems and network infrastructure.

Director, Professional Development and Decision Processes

The Director, is accountable for the planning, coordination and direction of the following programs: 1) the Board Member training and development program; 2) the case audit and investigation program; 3) the NPB International Activities program; 4) the Board Member Appraisal process; as well as 5) the Board Member Code of Professional Conduct.

Director, Clemency and Pardon

The Director is responsible for the efficient, effective and timely processing of pardon applications. The Director is also responsible for ensuring that all clemency requests are reviewed, and investigated when warranted.

Director, Communications and ATIP

The Director of Communications and ATIP is responsible for managing the National Parole Board's communications program by providing strategic communications advice to the Chairperson and senior management of the National Parole Board as well as the Minister's office on public issues involving the National Parole Board. The director is also responsible for managing the Access to Information and Privacy function of NPB as well as Ministerial liaison and parliamentary relations.

Information Holdings

Program Records

Access to Information and Privacy Activities and Policies
Description: Information on National Parole Board policies and procedures regarding the Access to Information Act and the Privacy Act.
Topics: Policy, procedures and report files; access to information and privacy information bank files; updates to Info Source; liaison with other government departments; policies and procedures governing access to and release of information and the application of exemptions; statistics and activity reports.
Program Record Number: NPB NPB 050

Clemency – Criminal Records Act
Description: Information on inquiries and investigations in response to requests for pardon under the Criminal Records Act.
Topics: Eligibility; hearings and submissions; investigations; notifications statistics.
Program Record Number: NPB NPB 015

Clemency – General
Description: General information related to clemency.
Topics: Legal matters; statistics.
Program Record Number: NPB NPB 010

Clemency – Royal Prerogative of Mercy
Description: Information on inquiries and investigations in connection with any request made for the exercise of the Royal Prerogative of Mercy.
Topics: Inquiries; investigations; amnesty; submissions.
Program Record Number: NPB NPB 020

Operations – General
Description: Information on the general operations of criminal justice correctional matters.
Topics: Criminal records; incarcerations; offenses; offender management; rehabilitation; research and statistics.
Program Record Number: NPB NPB 005

Parole – Eligibility

Description: Information on the eligibility of offenders to be released on day parole, full parole or temporary absence.
Topics: Parole eligibility after revocation or termination; day parole; temporary absences.
Program Record Number: NPB NPB 030

Parole – General

Description: Information on the release of offenders on parole, statutory release, and temporary absences.
Topics: Agreements and exchanges; delegation of authority; inquiries; legal matters; parole boards and systems; quality control; statistics; research and evaluation.
Program Record Number: NPB NPB 025

Parole – Release and Release Programs

Description: Information on aspects of the release of offenders on full parole, day parole, or temporary absences, as well as the terms and conditions of parole.
Topics: Day parole; deportation; programs and projects general, special, release; temporary absences; terms and conditions.
Program Record Number: NPB NPB 035

Parole – Reviews

Description: Information on parole decision-making. It includes panel hearings or parole reviews to decide whether or not to grant parole or day parole and, if either is granted, the date on which it takes effect.
Topics: Board reasons – federal and provincial cases; parole by exception; case preparation; hearings; internal reviews; voting; evaluation.
Program Record Number: NPB NPB 040

Parole Supervision – Violations

Description: Information on the supervision and violation of parole, statutory release, apprehension of the released offender and recommittal.
Topics: Apprehension and recommittal; statutory release; revocation; supervision; supervision by after-care agencies; Community Residential Centres (CRCs) and Community Correctional Centres (CCCs); suspension; termination; detention past release date.
Program Record Number: NPB NPB 045

Parole – Audits and Investigations

Description: Information on audits or investigations into incidents in the community involving the death or serious harm of someone at the hands of an offender on some form of parole or conditional release.

Topics: The convening order with terms of reference, the facts pertaining to the situation being investigated, as detailed in a chronology and the issues developed during the investigation; the findings of the Board of Investigation Members; and the recommendations made on the basis of these findings.
Program Record Number: NPB NPB 050

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Hospitality

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Proactive Disclosure

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks

Access and Privacy Requests

Description: This bank contains formal requests made by individuals under the Privacy Act and the Access to Information Act, the replies to such requests and information relating to their processing.

Class of Individuals: Individuals requesting access to information under the Privacy Act and the Access to Information Act.

Purpose: This information is used for processing requests made under the Privacy Act and the Access to Information Act.

Consistent Uses: This information may be used for research, statistical, program monitoring and evaluation purposes; it is also used in response to a complaint filed by an individual to the Privacy or Information Commissioner, or in defence against a Court action.

Retention and Disposal Standards:
Information is retained for two years after the last administrative action has been taken, after which records are destroyed.

RDA Number: 98/001
Related PR#: NPB NPB 005
TBS Registration: 000508
Bank Number: NPB PPU 015

Information Disclosed to Investigative Bodies

Description: This personal information bank contains copies of the written requests or Treasury Board forms 350-56(83/2) (Request for Disclosure to Federal Investigative Bodies) forwarded by investigative bodies listed in schedule II of the Privacy Regulations to the National Parole Board under paragraph 8(2)(e) of the Privacy Act. These nation-wide requests are made for the purpose of law enforcement. This bank also contains the replies to such requests and information related to their processing.

Class of Individuals: Individuals who have been involved in investigations under the Criminal Code, federal and provincial statutes or municipal by-laws.

Purpose: This information was compiled in compliance with the Privacy Act to enable the National Parole Board to account for the number of requests under paragraph 8(2) (e) of the Privacy Act.

Consistent Uses: This bank enables the Privacy Commissioner to audit the procedures utilized, as set out in Treasury Board Guidelines .3.7.5. It is used to verify the conditions of information

disclosure to federal investigative bodies under paragraph 8(2) (e) of the Privacy Act and to account to the Privacy Commissioner for the number of access requests from investigative bodies received annually.

Retention and Disposal Standards: Records are retained for two years after the last administrative action has been taken, after which the records are destroyed.

RDA Number: 98/001
Related PR#: NPB NPB 050
TBS Registration: 002505
Bank Number: NPB PPU 020

Pardon and Clemency Case Files

Description: This bank contains the following information: Criminal histories; police and court reports; social, financial, educational, medical and psychiatric histories; appraisals and recommendations and decisions from NPB and/or Correctional Service of Canada staff; records of Board members recommendations and decisions and related documentation; memoranda and letters from other agencies, government departments and the general public. Social insurance numbers (SIN) are found in this bank in the cases of military personnel who request pardons from the Board, since the Department of National Defence (DND) used to use the SIN as a personal identifier for its personnel. Board usage of SINs is dependent on DND usage. Individuals may gain access to the bank by providing the date of birth.

Class of Individuals: Individuals who have applied to the National Parole Board for a pardon under the Criminal Records Act or an act of clemency under section 110 of the Corrections and Conditional Release Act pursuant to the Letters Patent or sections 749 and 750 of the Criminal Code. Records may also contain personal information on individuals other than the individual for whom a file was opened, e.g. the individual's family, friends or representatives as well as victims of the offender or their families.

Purpose: To determine eligibility and suitability for the awarding of a pardon or other acts of clemency or for revocation of a pardon.

Consistent Uses: To fulfil its legislative mandate, the National Parole Board gathers a great deal of personal information about applicants under its jurisdiction. It is often necessary for the Board to routinely share, when warranted, its information with other sources, including the Correctional Service of Canada, the RCMP, provincial and municipal governments, and members of the general public associated in some way with the

individual to whom the information pertains. However, unless the pardon was subsequently revoked, personal information banks containing files of individuals who have been granted a pardon are kept separate and the content cannot be disclosed to any person without the prior approval of the Minister of Public Safety and Emergency Preparedness Canada who, before granting such approval, has to be satisfied that the disclosure is desirable in the interests of the administration of justice or for any purpose related to the safety or security of Canada. This information is also used for research, statistical, program monitoring and evaluation purposes, and for the purpose of presenting a defence when court actions are brought against the National Parole Board. Data matching: law enforcement agencies, Correctional Service of Canada and other federal institutions and provincial authorities.

Retention and Disposal Standards: Pardon – for premature requests, files are kept for 5 years; for discontinued requests, files are kept for 5 years after the last contact with the applicant; for pardon granted or issued, files are kept for 60 years after administrative activity ceases or 1 year after the death of the subject is confirmed by the RCMP; for pardon revoked files are kept for 10 years following the last administrative action; for pardons denied (all types) (except conditional pardon early CRA) – 5 years after last contact with applicant; for pardons denied – conditional pardon (early CRA) – 5 years after last administrative activity; for pardons cease to exist – 10 years after administrative activity ceases. Once the retention periods are satisfied, Pardon case files are destroyed. Royal Prerogative of Mercy – (RPM) files are kept for a period of 25 years following the last administrative action or 1 year after the death of the subject is confirmed by the R.C.M.P, then the RPM files are retained by National Archives of Canada for historical value.

RDA Number: 94/035
Related PR#: NPB NPB 010, 015, 020
TBS Registration: 000507
Bank Number: NPB PPU 010

Parole Case Files
Description: Criminal histories; police and court reports; social, financial, educational, medical and psychiatric histories; progress reports, assessments and recommendations from staff of penal institutions and parole offices; records of Board decisions and related documentation; warrants and certificates; memoranda and letters from other agencies, government departments and the general public; and electromagnetic cassette tapes of hearings with offenders.

Note: For individuals currently under sentence, requests for documents in files under this Bank will be interpreted as a request for the current file only. Those who wish to access files from previous sentences as well, must specify.

Class of Individuals: Individuals who are serving or who, at one time, were serving a sentence of imprisonment in a federal penitentiary; individuals who are serving or who, at one time, were serving a sentence of imprisonment in a provincial institution and applied for parole to the National Parole Board. These records may also contain personal information on individuals other than the individual for whom a file was created, e.g. the individual's family, friends or representatives as well as victims of the offender or their families.

Purpose: Parole case files are used by the National Parole Board in accordance with the provisions of the Corrections and Conditional Release Act and other relevant statutes, to determine eligibility and suitability of offenders for full parole, day parole, unescorted temporary absences and, in some cases, escorted temporary absences; to set conditions of all types of conditional releases including statutory release and to review performance on such releases; to consider modifying or reducing conditions of release; to review cases to order detention past their presumptive release date.

Consistent Uses: (1)To fulfil its legislative mandate, the National Parole Board is provided with a great deal of personal information about offenders under its jurisdiction. It may be necessary for the Board to routinely share, when warranted, this information with other sources, including, the Correctional Service of Canada, the RCMP, Citizenship and Immigration Canada for purposes of applying the Immigration Act provincial and municipal governments, and members of the general public associated in some way with the individual to whom the information pertains. (2) To demonstrate to the public the fairness of its decisions, the CCRA allows the general public to submit a written request for copies of the decisions of the Board as well as the general reasons supporting these decisions. Some information in these decisions may be exempted if its disclosure could reasonably be expected to (a) jeopardize the safety of any person; (b) reveal a source of information obtained in confidence; or (c) if released publicly, could adversely affect the reintegration of the offender. Board decisions prior

to November 1, 1992, can only be accessed under the Access to information and Privacy Act. (3) Information from Parole Case Files is also used for the conduct of audits and boards of investigation into the serious incidents in the community resulting in the death or serious injury to someone; research, statistical reports, program monitoring and evaluation purposes, and for the purpose of presenting a defence when court actions are brought against the National Parole Board. Data matching: law enforcement agencies, Correctional Service of Canada and other federal institutions and provincial authorities.

Retention and Disposal Standards: Records are kept for 10 years after Warrant Expiry Date and destroyed thereafter. Records deemed to be of historical value are retained by the National Archives of Canada. Hearing tapes are retained as follows; all hearing tapes for 2 years after their last administrative use; or until there is a further hearing, if one has not been held within 2 years; and until warrant expiry date when the hearing resulted in the release of the offender; and until 2 years after warrant expiry date when considered necessary by the Regional Director or Regional Manager in cases where an investigation has been ordered, it is reasonable to believe that there may be a further interest in the recording, or it may assist administrative functions of the Board.

RDA Number: 96/056
Related PR#: NPB NPB 025, 030, 035, 040
TBS Registration: 000506
Bank Number: NPB PPU 005

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Personnel Security Screening

Relocation

Travel

Classes of Personal Information

Case Audits and Investigations

This group is a class of records on Case Audits and Investigations performed by Case Audits and Investigations to inquire into the events surrounding incidents resulting in death or serious injury of someone in the community. Case audits, which consist of an in-depth review of file documentation and hearing tapes, are conducted on particular issues or into selective incidents. Board of Investigations are convened by the Chairperson and are generally conducted jointly with Correctional Service of Canada within the authority of the CCRA and the Inquiries Act. The reports of the investigations include the convening order with terms of reference, the facts pertaining to the situation being investigated, as detailed in a chronology; a description of the offender's criminal history and behaviour in the institution and the community, the issues developed during the investigation; the findings of the board of investigation; and the recommendations made on the basis of these findings.

Consistent with the need to ensure the safety and protection of the public, these reports provide a factual account of the incidents and demonstrate accountability through the corrective actions taken to ensure the continued safety of the community and public confidence in the parole system.

Individuals seeking access to these records must provide the location and approximate date it was initiated. Records are retained for ten years after the warrant expiry date of the offender involved in the incident. Historical records are transferred to the National Archives of Canada.

Manuals

- NPB Policy Manual

- The Administrative Agreement between the National Parole Board and the Correctional Service of Canada

- National Parole Board Members' Professional Standards Guide

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various programs and functions may be directed to:

Communications Division
National Parole Board
410 Laurier Avenue West
Ottawa, Ontario K1A 0R1

Telephone: 613-954-6549

Reading Room

In accordance with the Access to Information Act, areas in the regional offices have been designated as public reading rooms. The addresses are:

National Office

410 Laurier Avenue West
Ottawa, Ontario K1A 0R1

Telephone: 613-991-2930

Atlantic Region

1045 Main Street, 1st Floor, Unit 101
Moncton, New Brunswick E1C 1H1

Telephone: 506-851-6345

Ontario Region

516 O'Connor Drive, Suite 100
Kingston, Ontario K7P 1N3

Telephone: 613-634-3857

Pacific Region

32315 South Fraser Way, Room 305
Abbotsford, British Columbia V2T 1W6

Telephone: 604-870-2468

Prairie Region (Saskatchewan, Manitoba, Ontario)

101 22nd Street East, 6th Floor
Saskatoon, Saskatchewan S7K 0E1

Telephone: 306-975-4228

Prairie Region (Alberta and North West Territories)

Scotia Place, Scotia 2
10060 Jasper Ave., Suite 401
Edmonton, Alberta T5J 3R8

Telephone: 1-780-495-3404

Quebec Region

Guy Favreau Complex, West Tower
200 René Lévesque Boulevard West, 2nd Floor, Suite 203
Montreal, Quebec H2Z 1X4

Telephone: 514-283-4584

National Research Council Canada

Chapter 110

General Information

Background

Operating under the National Research Council Act since 1916, the National Research Council of Canada (NRC)'s goal is to promote scientific research for Canada, with a focus on industry. NRC offers Canadian industry and the Canadian scientific community a wide variety of R&D support services. This support includes collaborative research programs, access to major facilities and installations, technical advice and expertise, hands-on training of high-quality personnel, licensing opportunities, testing analysis, verification and calibration services and innovation activities, such as incubator facilities and access to S&T information.

Responsibilities

Under the NRC Act, NRC is responsible for: undertaking, assisting or promoting scientific and industrial research in different fields of importance to Canada; establishing, operating and maintaining a national science library; publishing and selling or otherwise distributing such scientific and technical information as the Council deems necessary; investigating standards and methods of measurement; working on the standardization and certification of scientific and technical apparatus and instruments and materials used or usable by Canadian industry; operating and administering any astronomical observatories established or maintained by the Government of Canada; administering NRC's research and development activities, including grants and contributions used to support a number of international activities; and providing vital scientific and technological services to the research and industrial communities. This mandate is discharged to a great extent through the operation of the NRC Industrial Research Assistance Program, the NRC Canada Institute for Scientific and Technical Information and the Canadian Technology Network.

Legislation

• National Research Council Act

Organization

Executive Offices

The President is the Chief Executive Officer of the National Research Council and has supervision over and direction of the work of the Council. The President is assisted by five Vice-Presidents, for Research (Life Sciences), for Research (Physical Sciences), for Technology and Industry Support, for Engineering and for Corporate Services.

The Office of the Secretary General is part of the Executive Offices and deals with the activities such as ministerial and parliamentary relations; executive correspondence and support for NRC's Council, corporate committees and advisory boards; conflict of interest; access to information and privacy; and research ethics.

National Research Council Institutes/Branches/Programs

NRC has five administrative branches: Strategy and Development; Finance; Information Management Services; Human Resources; and Administrative Services and Property Management. Also, it has 20 institutes, two technology centres, and the Industrial Research Assistance Program.

NRC Biotechnology Research Institute (NRC-BRI) Montreal, QC

NRC-BRI promotes, assists and performs leading-edge R&D in biochemical engineering and molecular level biology closely linked to the needs of industries in the pharmaceutical and environment sectors.

The NRC-BRI Research Program has three sectors: health, environment and bioprocess.

NRC Canada Institute for Scientific and Technical Information (NRC-CISTI) Across Canada

NRC-CISTI is one of the world's leading providers of information in science, technology and medicine (STM). It is also Canada's foremost publisher of scientific journals and books, through its publishing arm, NRC Research Press. As the global economy evolves from resource to knowledge and innovation-based, NRC-CISTI is increasingly

considered a key strategic component of Canada's S&T information infrastructure.

NRC Canadian Hydraulics Centre (NRC-CHC) (Ottawa, ON)

NRC-CHC is Canada's largest hydraulics and coastal engineering laboratory. It develops and provides services for studying maritime structures, coastal processes, environmental hydraulics and cold regions engineering.

NRC Centre for Surface Transportation Technology (NRC-CSTT) Ottawa, ON; Calgary, AB

NRC-CSTT does proprietary research, technology development, engineering, and testing of civilian and military vehicles and vehicle systems under contract to the rail and road transport industries, defence departments, and a wide range of vehicle and equipment manufacturers.

At the heart of NRC-CSTT's business model are three business divisions, each specializing in a particular aspect of transportation technology: Rail Division, Road Vehicle and Military Systems Division, and Climatic Engineering Division.

NRC Herzberg Institute of Astrophysics (NRC-HIA) Victoria and Penticton, BC

NRC-HIA operates all astronomical observatories established by the Government of Canada and ensures the Canadian scientific community can access these facilities.

NRC-HIA also designs and builds advanced scientific instrumentation for astronomical observatories and operates other elements of the national astronomy infrastructure. This includes a major data archiving and distribution service for clients in Canada and around the world.

NRC Industrial Materials Institute (NRC-IMI) Boucherville and Saguenay, QC

NRC-IMI offers multidisciplinary expertise focused on the next generation of technologies and high-performance systems necessary to produce new materials and manufacture the products that consumers in the 21st century will demand. R&D efforts are centred on three fields of activities: Advanced Materials Design; Modelling and Diagnosis; and Aluminium Manufacturing Technology.

NRC Industrial Research Assistance Program (NRC-IRAP) Across Canada

NRC-IRAP is the Government of Canada's premier innovation and technology assistance program in support of Canadian small and medium-sized enterprises (SMEs).

NRC-IRAP delivers a client-centred mix of services and activities designed to help SMEs develop and exploit technology and, ultimately, excel in a competitive, knowledge-based economy. NRC-IRAP's extensive networks link entrepreneurs with local, national and international sources of knowledge, technology and financial resources.

NRC Institute for Aerospace Research (NRC-IAR) Ottawa, ON; Montreal, QC

NRC-IAR develops and maintains the core competencies and knowledge base critical to the needs of the Canadian aerospace community. It fosters innovation in the design, manufacture, performance, use and safety of aerospace vehicles and supports the development, commercialization and implementation of leading-edge technologies through world-class research, technologies and networking, nationally and internationally.

NRC-IAR provides the major national facilities used to design, develop and certify Canadian aerospace products, and the core competencies to maintain and develop the facilities and interpret the data they supply. The Institute's facilities include eight wind tunnels, air compressor/exhauster facilities, engine test cells, a full-scale structural fatigue test rig, aeroacoustics chambers, a Flight Data Recorder Playback Centre, manufacturing facilities, and a fleet of research aircraft.

NRC Institute for Biodiagnostics (NRC-IBD) Winnipeg, MB; Calgary, AB; Halifax, NS

NRC-IBD develops non-invasive medical devices and technologies for early and accurate diagnosis of health conditions such as cancer, stroke and cardiovascular disease. The Institute works in partnership with medical schools, universities, other research organizations, and industry to foster socio-economic development through R&D and commercialization of its advanced medical devices.

NRC-IBD has five core research groups: The Biosystems Group; the Biomedical Informatics; the two Magnetic Resonance Technology Groups; and the Spectroscopy Group.

NRC Institute for Biological Sciences (NRC-IBS) Ottawa, ON

NRC-IBS conducts innovative research in the application of neuro- and glycosciences to reduce the impact of age-related and infectious diseases.

NRC-IBS research focuses on: Neurodegenerative diseases, such as stroke, Alzheimer's, and Parkinson's disease and vaccines and immunotherapies against infectious diseases.

NRC Institute for Chemical Process and Environmental Technology (NRC-ICPET) Ottawa, ON

NRC-ICPET contributes to increasing the competitiveness of Canada's chemistry intensive industries through research into innovative processes and technologies that enable sustainable development. Chemistry intensive industries are those where chemistry is a central component of the value-added transformation of materials.

NRC-ICPET's chemical science and engineering capabilities contribute significantly to NRC research, development and technology commercialization in three areas of application that are economically and socially important to Canada; while supporting environmentally responsible manufacturing within these sectors. They are Fuel Cells; Oil Sands and Bioproducts.

NRC Institute for Fuel Cell Innovation (NRC-IFCI) Vancouver, BC

NRC-IFCI is Canada's premier applied research organization dedicated to supporting Canada's fuel cell and hydrogen industry through excellence in relevant research, innovation, partnerships and cluster building.

NRC Institute for Information Technology (NRC-IIT) Ottawa, ON; Fredericton, Moncton and Saint John, NB; Sydney, NS; Gatineau, QC

NRC-IIT creates and commercializes software and systems technology to help Canada prosper in the knowledge economy. Through its research, the dissemination of its findings and innovative business services, including licensing opportunities, R&D support, business mentoring and strategic partnerships, NRC-IIT provides a competitive advantage to myriad industry sectors, from healthcare and manufacturing, to transportation and entertainment.

NRC-IIT's research focuses on three strategic directions: Knowledge from Data; People-Oriented Systems; and e-Business.

NRC Institute for Marine Biosciences (NRC-IMB) Halifax, NS; Charlottetown, PE

NRC-IMB is an internationally recognized leader in Marine Biosciences and Biotechnology research. As an integrated systems biology institute, NRC-IMB is capable of investigating life from the level of the genome to the whole organism. The Institute carries out its research programs with partners in industry, research organizations and government. Its research targets: Aquatic Animal Health and Nutrition; Natural Toxins; Mass Spectrometry and Proteomics; and Cell and Molecular Biology.

NRC Institute for Microstructural Sciences (NRC-IMS) Ottawa, ON

The mission of NRC-IMS is to provide leadership, in collaboration with industry and universities, in the development of emerging and enabling technologies related to future hardware requirements for information processing, transmission, storage and display.

The Institute's core competencies include: optoelectronics, photonics, semiconductor growth, processes and materials, thin film technology, nanotechnology, and acoustics. Its markets include: microelectronics, communication hardware, multimedia, sensors and biotechnology.

NRC Institute for National Measurement Standards (NRC-INMS) Ottawa, ON

NRC-INMS anchors the national measurement system and provides a fundamental technical infrastructure that supports Canadian industry and the Canadian public. Central to NRC-INMS activities is the international recognition of Canada's primary measurement standards, an issue vital to Canada where over 40 percent of GDP is dependent on exports – a level five times greater than in the United States.

Institute for Nutrisciences and Health (NRC-INH) Charlottetown, PE

Scientists at the NRC-INH are working to identify how bioactive compounds found in nature can be used to improve human and animal health. Research focuses on the role natural compounds play in three key areas: Neurological Disorders (e.g. Alzheimer's disease); Obesity-related

Disorders (e.g. Diabetes); and Infection and Immunity (e.g. viral infections).

NRC Institute for Ocean Technology (NRC-IOT) St. John's, NL

NRC-IOT is an internationally recognized leader in ocean engineering research and a catalyst for advancing Canadian ocean technology. Its research program focuses on such areas as ship and underwater vehicle dynamics, ice effects on marine systems, mooring and towed body simulation, wave-current interaction, and wave impact analysis.

NRC-IOT conducts its research through modeling ocean environments, predicting and improving the performance of marine systems, and developing innovative technologies that bring benefits to Canada's marine industries.

NRC Institute for Research in Construction (NRC-IRC) Ottawa, ON; Regina, SK

NRC-IRC develops and maintains the core competencies and the knowledge base critical to the needs of the Canadian construction sector, supports the development, commercialization and implementation of leading-edge technologies, and fosters the provision of safe and sustainable built environments through the development of codes and standards.

NRC Integrated Manufacturing Technologies Institute (NRC-IMTI) London, ON

NRC-IMTI focuses on the research and development of integrated technologies for the manufacture of products and equipment. It carries out focused, innovative and strategic research in collaboration with industrial, university and government partners in virtual manufacturing and precision freeform fabrication to give Canadians access to new products that cannot be created by conventional technologies.

NRC National Institute for Nanotechnology (NINT) Edmonton, AB

NRC-NINT is the centerpiece of Canada's emerging nanotechnology sector. Established in 2001, it is an integrated, multidisciplinary research institution involving researchers in physics, chemistry, engineering, biology, informatics, pharmacy and medicine. Funded by the Government of Canada, the Government of Alberta and the University of Alberta, and operated as a partnership of the National Research Council

Canada and the University of Alberta, it carries out advanced research and fosters innovation in support of a new generation of nanotechnology-based firms.

NRC Plant Biotechnology Institute (NRC-PBI) Saskatoon, SK

NRC-PBI is a major research centre for plant biosciences in Canada, with expertise genomics, metabolic pathways, gene expression, genetic transformation, structured biology, and natural product chemistry. Supporting technologies include DNA sequencing, gene synthesis, mass spectrometry, biological NMR and bioinformatics.

NRC-PBI research covers three domains important to the development of agricultural biotechnology in Canada: Strategic Technologies; Crop Metabolic Modification; and Crop Performance.

NRC Steacie Institute for Molecular Sciences (NRC-SIMS) Ottawa and Chalk River, ON

The mission for NRC-SIMS is to provide leadership in collaboration with national and international scientific communities for the development of a knowledge base in molecular science and to ensure that it positively impacts Canadians through pro-active knowledge dissemination to partners.

The NRC-SIMS-Ottawa teams offer expertise in chemical synthesis, material characterizations, understanding the chemistry of biological processes, predicting material properties, and using femtosecond lasers in optics and telecommunications research applications.

For additional information on NRC's Institutes, Branches and Programs, please visit our Web site at http://www.nrc-cnrc.gc.ca

Information Holdings

Program Records

Executive Offices

President's Office
Description: Information on visits, lectures, gifts, interviews; correspondence with the Minister; correspondence and minutes on board memberships.
Topics: General administration; committee memberships.
Program Record Number: NRC EXE 0000

Secretary General
Description: Documents on Council membership, meetings and agendas; review and advisory committees of Council; Institute advisory boards; follow-up of Council decisions; and correspondence with the Minister's Office, the Privy Council Office, Members of Parliament and the Senate Committee on Science Policy; review of private submissions.
Topics: General administration; National Research Council committees; history and archives; advisory committees; Access to Information and Privacy; animal and human subjects research ethics; research integrity; private invention submissions.
Program Record Number: NRC EXE 0100

Biotechnology Research Institute (Montreal)

Administration
Description: Correspondence and documents on the operation of the Institute, such as project planning and reports, space, policy planning, program forecasts, travel, seminars, finance, correspondence from external agencies, minutes of Management Committee and Advisory Board meetings.
Topics: General correspondence, policies, visits, seminars, staffing, training programs, administration and operation of the Institute, finances, budgets, research and development studies, supplies, divisional project management system, equipment, building, committees.
Program Record Number: NRC BRI 0100

Operations
Description: Correspondence and documents on the operation of individual laboratories.
Topics: General correspondence; agreements; tests; projects and sub-projects; contributions; research and development contracts; programs; seminars; guest workers; students; publications; patents; conferences.
Program Record Number: NRC BRI 0000

Canada Institute for Scientific and Technical Information (Ottawa)

Information Access and Delivery
Description: The Information Access and Delivery directorate manages product development at NRC-CISTI, as well as Document Delivery, searching, locating and delivery services such as the Catalogue, NRC-CISTI Source and the NRC Virtual Library. The IAD directorate also deals with rights management, web hosting and support for NRC, and on-site services at the main location in Ottawa.
Topics: Transaction data for delivery of services, copyright data to support royalty payments, statistics on client use, information on products and services.
Program Record Number: NRC CIS 0801

Collection and Metadata Services
Description: The Collection and Metadata Services directorate of NRC-CISTI manages data architecture, content of databases, cataloguing and metadata, data mapping, collection development, acquisitions, and NRC licence management.
Topics: Cataloguing and collection data, records of acquisitions, documentation on licence agreements.
Program Record Number: NRC CIS 0090

Publishing (NRC Research Press)
Description: Publication of 15 journals, monographs, conference proceedings, and other allied publications.
Topics: Administration; authority and policy on publications; general correspondence; typesetting, printing, electronic publishing and distribution service contracts; translation of abstracts; continuing agreements and manuscripts for publication in the research journals, conference proceedings and monographs; client information and client usage statistics.
Program Record Number: NRC CIS 0910

NRC Information Services (NIS)
Description: Information services to NRC researchers and their partners, including Canada's small and medium-sized enterprises (through collaboration with NRC-IRAP).
Topics: General correspondence, systems documentation, agreements, competitive technical intelligence patent analysis.
Program Record Number: NRC CIS 0310

Business Affairs
Description: Support to NRC-CISTI's business in the areas of administration, finance, communication, marketing, facilities, client management, and partnership coordination.
Topics: Finance records, administration, translation, client information, client invoices, client support, communications, business planning and development, marketing activities and surveys.
Program Record Number: NRC CIS 0601

Technology and Research
Description: Technical support for computer systems, software applications, databases and access tools for NRC-CISTI.
Topics: System documentation, project plans and progress reports.
Program Record Number: NRC CIS 0401

Canadian Hydraulics Centre (Ottawa)
Description: Correspondence and memoranda pertaining to policies, contracts, license agreements and other administrative matters.
Topics: Administration; general correspondence, Centre management; policy application; research in general. Operations; General correspondence; memoranda and data resulting from work accomplished for Centre's projects.
Format: Photographs; CD-ROMS; DVD-ROMS; computer printouts; electronic files; publications.
Program Record Number: NRC CHC 0006

Centre for Surface Transportation Technologies (Ottawa)

Administration
Description: Correspondence, memoranda, contracts, and other record holdings pertaining to overall NRC-CSTT administration, buildings and properties, finance, human resources, information management, and material management. Also includes experimental notes, data, computer files, software, and other documents related to NRC-CSTT intramural research and development.
Topics: Administration; general correspondence; enquiries; visits; plans and reports on buildings and grounds; business and financial plans and reports; plans and reports on human resources; plans, reports, and other records on IT infrastructure and operations; and plans, reports, and other documents on purchases of equipment, supplies, and services; and research, development, engineering, testing, prototyping, consulting, and problem-solving on novel technologies and intellectual property.
Program Record Number: NRC CSTT 0000

Operational
Description: Record holdings on the continuing operation of NRC-CSTT's basic function, mission, mandate, and objectives. These cover work done by NRC-CSTT's three business divisions (Road Vehicles and Military Systems division, Climatic Engineering division as well as Facilities and equipment division) plus work done on the development and maintenance of specialty capital facilities. The records include general

correspondence, memoranda, plans, reports, notes, data, computer files, software, and other documents related to NRC-CSTT's commercial business and day-to-day operations.
Topics: research, development, engineering, testing, consulting, and problem-solving on railway rolling stock, railway track, and the components and on-board systems and equipment; problem-solving on military vehicles, civilian heavy trucks and heavy passenger vehicles, and wheeled and tracked off-road vehicles and their on-board systems and equipment; research, development, engineering, testing, consulting, and problem-solving on the performance of vehicles and their on-board systems and equipment, as well as other transportation-related mechanical and electronic components and assemblies, under a wide range of temperature, humidity, and precipitation conditions; vehicle dynamics bay; wheel, bearing, and brake rig, railway instrumented wheel sets; squeeze frame; tilt tables; impact ramp; diesel locomotive; instrumentation; and climatic chamber.
Program Record Number: NRC CSTT 8001

Herzberg Institute of Astrophysics (British Columbia)
Description: Correspondence and memoranda pertaining to policies, contracts, contributions, special projects, program forecasts and other administrative matters as they apply to the operation of each laboratory section.
Topics: Administration; general correspondence; internal financial records; statistics on usage of supported observatories; correspondence related to the administration of telescope partnerships; correspondence on business development; agreements and contracts with third parties.
Program Record Number: NRC HIA 0015

Dominion Astrophysical Observatory
Description: Data and general correspondence on astronomy.
Topics: Operation and administration of the facility; observing proposals; observations and research in astronomy and astrophysics, design and construction of instruments for optical, millimetre and space astronomy, archiving of data; exhibits and programs for public outreach.
Format: Photographic plates, digital data stored on magnetic tapes, disks, and other media.
Program Record Number: NRC HIA 0001

Dominion Radio Astrophysical Observatory
Description: Data and general correspondence on astronomy.

Topics: General correspondence; operation and administration of the facility; observing proposals; observations and research in astronomy and astrophysics; solar activity; design and construction of radio telescopes, receivers and related digital signal processing equipment; correspondence on community outreach and business development.
Format: digital data records stored on magnetic tapes, disks and other media.
Program Record Number: NRC HIA 0005

Human Resources Branch

Research Associateship Program: Applicant Inventory
Description: The program provides promising scientists and engineers with the opportunity to work in a challenging research environment during the early stages of their career.
Topics: Applications, résumés, letters of recommendation, educational transcripts, copies of diplomas, education details, research experience details, publications, presentations, patents, honours and awards.
Program Record Number: NRC HRB 0400

Personal Letters of Recommendation by National Research Council Personnel Relating to Non-Staff Members
Description: Contains requests for recommendations and copies of letters of recommendation prepared by staff members for non-staff individuals.
Topics: Scientific and industrial research.
Program Record Number: NRC HRB 0000

Industrial Materials Institute (Boucherville, Quebec)

Administration
Description: Correspondence and documents related to the operations of the Institute including planning exercises and reports concerning projects, space, policies, program projections, travel, symposia, finances, correspondence with outside organizations, minutes of meetings of the Management Committee and of the Advisory Board.
Topics: General correspondence, policies, visits, symposia, staffing, training programs, administration and housing and committees.
Program Record Number: NRC IMI 1000

Research
Description: Correspondence and documentation related to the administration of individual laboratories.

Topics: General documentation; memoranda of agreement; essays; projects and sub-projects; contributions; R&D contracts; programs; seminars; guests; students; publications; patents; conferences.
Program Record Number: NRC IMI 2300

Industrial Research Assistance Program (Offices across Canada)

Management
Description: Information on program policy, program planning and coordination, policy proposals and evaluations, industrial surveys, program promotion, program analysis, methods and procedures, program evaluation.
Topics: Policy; general correspondence; enquiries; cooperation with provincial research organizations; industrial research institutes; provincial and trade associations; NRC-IRAP Website.
Program Record Number: NRC IRP 0301

Program Delivery
Description: Information and advisory services through its national network of Industrial Technology Advisors.
Topics: technical and business advisory services to SMEs with innovation based proposals.
Program Record Number: NRC IRP 0901

Internship Program with Innovative Small and Medium Enterprises (Youth Employment Strategy)
Description: Financial assistance to innovative Canadian SMEs (small and medium-sized enterprises) for the hiring of post-secondary graduates to work on innovation projects in these firms.
Topics: Information on SMEs, graduates, project proposals and evaluations.
Program Record Number: NRC IRP 1606

Institute for Aerospace Research (Ottawa)

Administration
Description: The files contain material related to the orderly management of all programs and projects in the Institute, contracts and agreements relating to external commitments, correspondence with national and international clients, and material pertaining to NRC-IAR involvement in organizations devoted to the aeronautical sciences.
Topics: Administration – general correspondence, personnel, procurement, national and international agreements and contracts, publications, technical enquiries, programs and projects, planning, conferences, laboratory operations, policy, aircraft

accidents, publicity and inventions, security, NATO research and Technology Organization; the Technical Cooperation Program; research; tests and work done for outsiders.
Program Record Number: NRC IAR 1020

Aerodynamics Laboratory
Description: Information on research projects, contracts and agreements with external civil and military agencies and industry; operation and maintenance of wind tunnels, management matters, meetings and conferences.
Topics: General correspondence; aircraft aerodynamics; computational fluid dynamics; manoeuvring aerodynamics; unsteady aerodynamics; propeller/rotor aerodynamics and aeroacoustics; effects of icing on aircraft performance; aerodynamics of helicopter/ship operations; dynamic wind tunnel tests and techniques; nonlinear airloads analysis, oscillatory characteristics of aircraft and components; wind engineering; vehicle aerodynamics; operation and maintenance of wind tunnels; stores clearance; wind tunnel test technology. (Inactive): Aviation security; wind energy research; helium hypersonic wind tunnel; modelling of drift in aerial spray operation; passive dosimeter for UFFI home; trace vapour detection of explosives, and narcotics; Canadian sounding rockets; flow about cones at supersonic speeds.
Program Record Number: NRC IAR 2000

Aerospace Manufacturing Technology Centre
Description: Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences.
Topics: Policy, general correspondence, low cost manufacturing technology, advance joining of metallic and composite parts, metal forming, processing of composite structures, functional materials, protective coatings, robotics and automated assembly.
Program Record Number: NRC IAR 5000

Flight Research Laboratory
Description: Information on the operation of NRC research aircraft fleet and on research projects in the general areas of flight mechanics, airborne sensing and flight data recorders.
Topics: Flight test techniques and instrumentation; handling qualities and flight dynamics; airborne simulation; flight safety and operational problems; flight recorder playback facilities; guidance, navigation and control of aircraft; pilot-aircraft interface technologies; atmospheric studies;

biospheric studies/global change; aeromagnetics; synthetic aperture radar. (Inactive): VTOL/STOL projects; lighter-than-air vehicle technology; agricultural and forestry spray research.
Program Record Number: NRC IAR 4000

Gas Turbine Laboratory
Description: Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences.
Topics: General correspondence; subsonic and transonic engine aerodynamics; cascade and stage testing and computational fluid; dynamics analysis of turbomachinery; turbine nozzle heat transfer; operation and maintenance of turbomachinery test facilities; wings and bodies in transonic flows; advanced airfoil development; high lift systems; viscous flow drag reduction; flutter analysis; gas turbine engine performance including aerodynamic, thermodynamic and structural factors.
Program Record Number: NRC IAR 7000

Structures and Materials Performance Laboratory
Description: Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences.
Topics: Policy; general correspondence; flight loads, fatigue; durability and damage tolerance; acoustic excitation of structures; aerospace applications of metallic and composite materials; structural analysis; structural dynamics; vibration, real-time photogrammetry; impact strength of structures; crack propagation theory of structures; non-destructive inspection of structures and materials, NDI of manufacturing defects and service induced damage; (Inactive): Road accidents study group; orthopaedic implants; biomedical materials; Ottawa-Carleton computer traffic control system.
Program Record Number: NRC IAR 3000

Institute for Biodiagnostics (Winnipeg)

Administration
Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, budgets, travel, training and seminar information.
Topics: General correspondence; policy; visits; technical enquiries; administration and operation; technical support.
Program Record Number: NRC IBD 0001

Animal Resources
Description: Information on the basic care and health of research animals.
Topics: General correspondence and policy on animal care and research.
Program Record Number: NRC IBD 0002

Biosystems
Description: Information on research involving the use of MR imaging and spectroscopy and physiological techniques in studying biomedical problems.
Topics: Structure and metabolism in intact biological systems; cell metabolism; cancer; cardiology; neurology; infectious diseases.
Program Record Number: NRC IBD 2005

Informatics
Description: Information on mathematical modeling of biological problems.
Topics: Biomathematics; classification; clustering; pattern recognition; computer modeling; software.
Program Record Number: NRC IBD 2018

MR Technology
Description: Information on theory and methodology in magnetic resonance imaging and spectroscopy.
Topics: Magnetic field gradients, radiofrequency probes, magnetic resonance software.
Program Record Number: NRC IBD 2019

Spectroscopy
Description: Information on optical spectroscopy and its application to biological/biomedical systems.
Topics: Proteins, membranes, tissues, metabolism, cancer, biological fluids.
Program Record Number: NRC IBD 2027

Institute for Biological Sciences (Ottawa)

Administration
Description: Documents on the operation of the research groups, business office and administration, such as project planning and reports, program forecasts, travel and seminar information.
Topics: General correspondence; policy; visits; technical enquiries; administration and operation; technical support – e.g., supplies and equipment, and safety committee.
Program Record Number: NRC IBS 0100

Animal Resources
Description: Information on the basic care and health of research animals.

Topics: General correspondence and policy on animal care and research.
Program Record Number: NRC IBS 0200

Neurobiology
Description: Information on synaptic function, cerebrovascular research, neurogenesis and neurogenomics.
Topics: Modelling of synaptic networks, synaptic plasticity, synaptic dysfunction, therapeutic brain delivery, neural regeneration and brain repair.
Program Record Number: NRC IBS 0300

Immunobiology
Description: Information on infection and immunity, immunomodulation, host-pathogen interactions, antibody engineering.
Topics: Antigen discovery, vaccine design, lipid-based adjuvants, T-cell immunology, novel antibodies.
Program Record Number: NRC IBS 0400

Glycobiology
Description: Eukaryotic glycobiology, glycosyltransferases and neuroglycomics, glycosidases, glycoanalysis, genomics and proteomics.
Topics: Carbohydrate-based therapeutics for neurodegenerative diseases, carbohydrate processing enzymes for therapeutic and industrial applications, analytical facilities.
Program Record Number: NRC IBS 0500

Institute for Chemical Process and Environmental Technology (Ottawa)

Operations
Description: Correspondence, memoranda and reports relating to the planning and execution of the Institute's programs.
Topics: General correspondence, technical inquiries, visits, lectures, seminars, publications, patents, project reports.
Program Record Number: NRC CPE 1000

Functional Materials
Description: Correspondence, memoranda, technical/ scientific reports.
Topics: Polymeric materials, energy materials, nanostructured materials and materials characterization.
Program Record Number: NRC CPE 3000

Modeling and Design
Description: Correspondence, memoranda, technical/scientific reports.
Topics: Air quality modeling, computational fluid dynamics, environmental management and

simulation and visualization.
Program Record Number: NRC CPE 3200

Process Technologies
Description: Correspondence, memoranda technical/scientific reports.
Topics: Interfacial technology, advance diagnostics separation technology, combustion research and electrochemistry.
Program Record Number: NRC CPE 4000

Institute for Fuel Cell Innovation

Director General's Office
Description: General reports and correspondence.
Topics: General management; strategic planning; travel.
Program Record Number: NRC IFC 0100

Research Program
Description: Information on the three strategic areas important in advancing fuel cell science and technology.
Topics: Polymer Electrolyte Membrane Fuel Cell; Solid Oxide Fuel Cells; Hydrogen Generation and Infrastructure.
Program Record Number: NRC IFC 5200

Institute for Information Technology (Fredericton, Gatineau, Moncton, Ottawa, Saint John, Sydney)
Description: Technical reports, external publications, licensable technologies, patents and transfers of technology to Canadian industry.
Topics: Knowledge Discovery; Visual Processing; Software Systems Development; Privacy, Security, and Trust; Collaborative Computing; e-Business, including Learning, Health and Government; Remote Wireless Applications; Language Technologies.
Program Record Number: NRC IIT 0000

Institute for Marine Biosciences (Halifax)

Research Support
Description: Correspondence, memoranda, requests, minutes, and technical reports.
Topics: Plant engineering; scientific societies and institutes; committees (health and safety, scientific committees); Aquaculture Research Station files (basically engineering and maintenance); financial services; budgets, purchasing; travel and conference files, materiel management, asset management, inventory and control records.
Program Record Number: NRC IMB 0000

Director General's Office
Description: Material on the activities of projects, such as research and development and project planning; NRC committees and external committees.
Topics: General correspondence and files on research and development pertaining to research projects; general correspondence from various institutes within the NRC, by institute; working files; forward planning.
Program Record Number: NRC IMB 7000

Business Relations
Description: Correspondence, memoranda, requests, public relations materials, contracts with collaborators and clients.
Topics: General correspondence related to commercial interactions, strategic planning and performance reporting, general descriptions of research activities, committee reports, and working files, research cluster information, research grants and reviews, funding source information, research committees, research forums.
Program Record Number: NRC IMB 5001

Aquatic Animal Health and Nutrition
Description: General Correspondence; seminars; research files of published and unpublished data, reprints and information relating to: finfish and shellfish; fish and shellfish nutrition, light and electron microscopy; biochemistry; marine microbiology; and certification of instrument calibration standards and reference materials (Certified Reference Materials Program), including related research.
Topics: Aquaculture research; fish health and nutrition; shellfish health and nutrition.
Program Record Number: NRC IMB 4000

Cell and Molecular Biology
Description: General correspondence; seminars; research files of published and unpublished data, and reprints and information relating to: genomics; bioinformatics; molecular biology; proteomics; DNA sequencing; enzymes; proteins; DNA markers; genomic sequencing; protein expression; biochemistry, including related research.
Topics: Genomics research, cell and molecular biology, biochemistry.
Program Record Number: NRC IMB 3000

Natural Toxins
Description: General correspondence; seminars; research files of published and unpublished data, and reprints and information relating to: analytical chemistry, natural products, certification of instrument calibration standards and reference

materials (Certified Reference Materials Program), including related research.
Topics: Analytical chemistry, chemistry and biochemistry of shellfish toxins; toxin production, natural products chemistry.
Program Record Number: NRC IMB 8888

Mass Spectrometry

Description: General correspondence; seminars; research files of published and unpublished data, and reprints and information relating to: mass spectrometry, proteomics and metabolomics, including related research.
Topics: Analytical chemistry, mass spectrometry.
Program Record Number: NRC IMB 6000

Institute for Microstructural Sciences (Ottawa)

Acoustics and Signal Processing

Description: Research on acoustics for communications and multimedia
Topics: Acoustical for telecommunications and multimedia; anechoic facility.
Program Record Number: NRC IMS 0010

Quantum Devices

Description: Research in the areas of novel electronic, optoelectronic, electro optic, photonic devices.
Topics: Infrared and Terahertz Devices: Detectors, Imagers and Emitters; Quantum Well Infrared Photodetectors; THz Quantum Cascade Lasers; Optical Hole-Burning and Dephasing; Self-Assembled InAs Quantum Dot for THz Generation and Detection; QWIP-LED Pixelless Thermal Imaging Device.
Program Record Number: NRC IMS 0110

Organic Materials and Devices

Description: Research on the use of novel organic materials for information and communications technology applications.
Topics: Fabrication and characterization of light emitting devices; Structure-property relationship of fluorene-based copolymers and dendrimers, carbazoles and oligo(phenylenevinylene)s; molecular design of surfaces and interfaces through layer-by-layer deposition; optically pumped organic laser; modelling and simulation of electronic properties of polymers; femtosecond laser dielectric modification and selective chemical etching fabrication of microfluidic channels and nanostructures in glass; fiber nanoprobes for biological applications; molecular imprinting and chemical sensors; multi-color display printing by soft lithography; all solid state optical coupling

materials; synthesis of functional monomers and polymers for molecular imprinting applications; microcavity OLEDs; encapsulation techniques for OLED displays; organic field effect transistors.
Program Record Number: NRC IMS 0090

Optoelectronic Devices

Description: Research on electronic and optoelectronic devices to gain a better understanding of the physical processes important to the performance of the devices.
Topics: Carrier injection based optical switching and modulation; Si-based tunnel diode light emitting devices; Electronic and opto-electronic devices in novel III-V semiconductors; Design and characterization of GaInNAsSb lasers; waveguide microspectrometer; optical coupling with microphotonic waveguide devices; Bragg grating filters; high speed optical modulators; waveguide optics theory and simulation; GaN material characterization.
Program Record Number: NRC IMS 0070

Epitaxy

Description: Research on epitaxial growth and characterization of advanced compound semiconductors and nanostructures.
Topics: GaInNAsSb laser diodes on GaAs; GaInNAs VCSELs; growth of GaAs based structures for infrared and terahertz applications; growth of InAs/GaAs and GaSb/GaAs self-assembled quantum dots; Selective growth of GaN by ammonia-MBE; Optical properties of GaN/InGaN quantum wells and LEDs; InAs/InP quantum dot microcavities.
Program Record Number: NRC IMS 0030

Nanofabrication

Description: Fabrication of electronic and optoelectronic devices from the semiconductor epitaxial materials grown at IMS.
Topics: Digital optical switch fabrication; facet etching for silicon on insulator (SOI) planar waveguides; fabrication of microphotonics devices in SOI; InGaNAs laser fabrication; Gallium nitride device fabrication; Quantum well infrared photodetectors (microlens arrays, focal plane arrays); Quantum dot cavity structures; Lateral and vertical quantum dots; Si light emitters.
Program Record Number: NRC IMS 0050

Quantum Physics

Description: Research on the electronic and optical properties of semiconductor materials and devices.
Topics: Growth of carbon nanotubes; Single-walled carbon nanotube optics and electronics;

vertical and lateral quantum dot nanostructures; coherent manipulation of quantum dots for quantum information; Nanomaterials intermixing; Magneto-luminescence of semiconductor nanostructures; Optical properties of site-selected InAs/InP Quantum Dots;Tunable quantum dot laser at telecom wavelengths; Patterned substrate growth and characterization of self-assembled quantum dots; Quantum dot microcavity structures; Spin sensitive electron spectroscopy of lateral quantum dots; Optical characterization of quantum well and quantum dot lasers.
Program Record Number: NRC IMS 0130

Quantum Theory
Description: Theoretical research into the electronic and optical properties of low-dimensional semiconductors, organic materials, photonic systems, mesoscopic systems and quantum information.
Topics: Collective excitations; Modeling the electronic and optical properties of InGaNAs; Electronic properties of nanosystems; Quantum Dots in Optical Cavities; Theory of electron spin based quantum bits; Timing quantum particles; Theory of multi-exciton complexes in quantum dots.
Program Record Number: NRC IMS 0140

Surfaces and Interfaces
Description: Investigation of surface and interfacial structures in strategic materials of interest to the information technology industries.
Topics: Strain relaxation in GaNAs films on GaAs; insulators for compound semiconductor; High-k dielectrics; time-resolved imaging of CMOS circuits; Porous silicon light emitting materials; Magnetic nanostructures; Micro-Raman spectroscopy and bio-sensors; New characterization methods for semiconductor materials.
Program Record Number: NRC IMS 0150

Thin Films
Description: Research on optical thin films and various services to outside organizations.
Topics: Advanced interference filters; Thin film deposition technology; Thin film synthesis; Anti-reflection coatings; Polarizing beam splitters and interference thin film polarizers; Anisotropic filters;waveguide coatings; Quantum dots in microcavities; Low-index films; GaInNAs VCSELs; Anticounterfeiting technology; Coatings for optoelectronic devices.
Program Record Number: NRC IMS 0170

Canadian Photonics Fabrication Center
Description: Prototyping of photonic devices for Canadian industry and the university community.
Topics: Fabrication of semiconductor-based photonic devices with III-V and IV materials for the information technology sector, biomedical/ health, defense and security, environment, energy and space.
Program Record Number: NRC IMS 0300

Optics
Description: Research in optics and fabrication of optical components; aerial camera calibration.
Topics: Advanced imaging systems and optical coherence tomography; optical fiber component and their properties; optical fiber measurement.
Program Record Number: NRC IMS 0250

Photonic Systems
Description: technologies for the management of the wavelength; bio-sensors.
Topics: integrated hybrid waveguide devices on silica, polymer and doped rare-earth materials; active and passive integrated devices; chemical and biochemical sensors.
Program Record Number: NRC IMS 0252

Institute for National Measurement Standards (Ottawa)

Electrical Power Measurements
Description: Research data, calibration and technical reports, international committee and comparison documentation.
Topics: revenue meters for electric utilities and calibration facilities for equipment, high voltage capacitors, high current resistors and shunts, high voltage loss measuring systems transformers, and inductive reactors.
Program Record Number: NRC INMS 0119

Electrical Standards
Description: Research data, calibration and technical reports, international committee and comparison documentation.
Topics: primary standards of voltage, resistance, capacitance, inductance, microwave frequency.
Program Record Number: NRC INMS 0121

Frequency and Time
Description: Official Time dissemination in electronic format, web pages, GPS data, QSL cards; research data, calibration and technical reports, international committee and comparison documentation.
Topics: computer time and date, time zones, network time protocol, global positioning, radio station CHU, atomic clocks, cesium fountain,

frequency calibration, laser wavelength, optical frequency.
Program Record Number: NRC INMS 0110

Ionizing Radiation Standards
Description: Research data, calibration and technical reports, international committee and comparison documentation.
Topics: Ionizing radiation, cancer radiotherapy, radiation dosimetry.
Program Record Number: NRC INMS 0124

Mechanical Metrology
Description: Research data, calibration and technical reports, international committee documentation.
Topics: mass, density and pressure standards; length standards, coordinate metrology; acoustical standards, condenser microphones, ultrasound power.
Program Record Number: NRC INMS 0114

Photometry and Radiometry
Description: Research data, calibration and technical reports, international committee and comparison documentation.
Topics: Photometric standards; radiometric standards; colorimetric standards.
Program Record Number: NRC INMS 0126

Thermometry
Description: Research data, calibration and technical reports, international committee and comparison documentation.
Topics: International Temperature Scale 1990; thermometers, thermocouples, optical pyrometry.
Program Record Number: NRC INMS 0122

Chemical Metrology
Description: Research data, technical reports, international committee and comparison documentation.
Topics: atomic spectroscopy, mass spectrometry, gas and liquid chromatography; organic and inorganic trace analysis; environmental certified reference materials (CRMs).
Program Record Number: NRC INMS 0109

CLAS (Calibration Laboratory Assessment Service)
Description: technical analysis and assessment reports, certificates and supporting documentation, guideline documents in electronic format.
Topics: calibration laboratory assessment.
Program Record Number: NRC INMS 0007

Institute for Nutrisciences and Health (PEI)

Administration
Description: General correspondence, minutes, governance structure, reports, budget, finance, travel, acquisition card, hospitality, strategic reports, lease agreements, purchasing, travel conference files, catering, orientation information.
Topics: governance, budget, finance, conferences.
Program Record Number: NRC INH 7103

Lead Scientist Office
Description: General correspondence, seminars, presentations, lectures, reprints, minutes, animal care, research lab policies, safety committee minutes and reports, confocal information, patent information, research cluster information, research grants and reviews, funding source information, research committees, research forums, high school projects, natural product information, research papers, lab reports, animal housing, research agreements and MOUs.
Topics: animal care, policies, patents, funding.
Program Record Number: NRC INH 7006

University of Prince Edward Island (UPEI)
Description: MSc, PhD, Post doctoral policy and procedures, UPEI forms, adjunct faculty status, department minutes, seminars, presentations, lectures, research & graduate studies policy, research account information, and hiring policies.
Topics: policies and general documentation.
Program Record Number: NRC INH 7003

Institute for Ocean Technology (St. John's, Newfoundland)
Description: Administration and operational files; general technical correspondence; working and correspondence files containing technical and administrative details of research programs, participation in societies, associations, conferences and interdepartmental government committees and working groups; raw data from model tests and full scale trials; technical reports on internal research projects or work done for external clients.
Topics: Administration – policy, general correspondence, visits, lectures, exhibits; conferences and seminars; co-operation and liaison (with other government departments, universities, associations, clubs and societies, and foreign countries); buildings and properties; equipment and supplies; finance and personnel. Operational – policy, general correspondence; research and development (general, for industry and for government); ships, including icebreakers, ferries, fishing vessels, naval vessels; offshore

structures; ice properties; computer modelling.
Program Record Number: NRC IOT 0000

Institute for Research in Construction (Ottawa)

Administration
Description: General documentation and reports.
Topics: Financial reports, purchasing documents; travel authorizations; correspondence; building up-keep.
Program Record Number: NRC IRC 9070

Director General's Office
Description: Documents on the operation of the individual programs and units, advisory bodies, research and development studies and seminar or workshop information.
Topics: minutes of the Advisory Board and Federal Interdepartmental Construction Technology Forum and NRC's Construction Technology Forum; program and budget submissions; institute strategic and annual plans as well as individual program reports. Organizational structure and register to NRC/IRC policies and procedures.
Program Record Number: NRC IRC 9010

Building Envelope and Structure (BES)
Description: Information on the characterization and evaluation of the performance of materials such as concrete, sealants, polymers, asphalt, roofing materials and clay brick through the use of chemical, physical and mineralogical techniques.
Topics: The performance of coatings; basic engineering properties of concrete; durability to frost-action in concrete and other porous materials; properties and performance of joint materials; characterization of building materials by their microstructure and composition; processes of degradation of building materials; performance of concrete as related to the chemical processes in cements; physical and mechanical properties of repair systems; performance of Canadian aggregate; performance of concrete in the presence of aggressive solutions; weathering factors and accelerated test methods for assessing durability of building materials; and the durability of structural clay products.
Program Record Number: NRC IRC 0200

Canadian Construction Materials Centre
Description: Information on the suitability for use of construction materials, systems or services.
Topics: Technical information and advice to manufacturers and suppliers of construction materials, systems and services on how to obtain the evaluation of these products and services with respect to their suitability for use; technical information and advice to architects, specification writers, engineers and regulators on the suitability of use of construction materials, systems and services; information to the construction industry on laboratories which conduct testing of construction materials, systems and services; assistance to Canadian exporters of construction-related products and services on the evaluation requirements of these products and services by other countries; replies to inquiries and requests for interpretation of evaluation reports and listings; technical information and advice to the Canadian Commission on Construction Materials Evaluation.
Program Record Number: NRC IRC 0150

Canadian Codes Centre
Description: Information on topics related to the development and content of the National Model Codes (National Building Code, National Fire Code, National Farm Building Code, National Plumbing Code, and Model National Energy Codes).
Topics: Review of code; technical studies, information and advice for code technical committees considering code changes; submissions from the public on proposed changes to codes; information to code users on the scope, application and intents of the codes; liaison with industry and with provincial/territorial and municipal regulatory authorities on code-related matters.
Program Record Number: NRC IRC 0110

Fire Research – Research in Fire Risk Management
Description: Information on the development and revision of standard methods of fire tests and research activities, which include fire performance on structural components, flammability of materials, products of combustion, growth of fire, human behaviour in emergencies, and the influence of fire risks on the overall design of buildings.
Topics: Behaviour of building components in fire; evaluation of fire behaviour of components and materials; flammability studies; fire performance information; production and movement of smoke in fire; fire protection features of buildings; fire suppression techniques; advanced suppression technologies; development of fire; combustion of organic materials; human performance in fire and other emergencies; fire resistance safety factors; restraint and fire severity; and commercial test reports.
Program Record Number: NRC IRC 0300

Indoor Environment
Description: Information on physical and psychological aspects of indoor environment, including indoor air quality, ventilation, acoustics, and lighting and daylighting, leading to best practice, standards, and building regulations; cost- effective and energy-efficient effective technologies that maximize the health and well-being of occupants; information on building materials properties and envelopes affecting indoor environment, including sound propagation, materials' emission of contaminants, thermal comfort, glazing, visible light-transmittance; information of building systems on air movement, noise, lighting, ventilation, and energy efficiency; human factors and occupants' performance. Information includes numerical modeling, field studies and lab measurements.
Topics: Acoustics: Prediction of room acoustics criteria, such as speech intelligibility, sound propagation, and sound pressure levels; prediction of occupant's comfort; development of impact tests for floors; acoustical test methods; development of noise criteria; insulation of buildings from external noise; determination of dynamic response characteristics of structures; measurement of sound power of noise sources; reverberation room acoustics; vibration problems in buildings; evaluation test reports. Indoor Air Quality and Ventilation: Prediction and measurement standards methods of materials' emissions, air movement; efficiency of air cleaning methods; measurement methods and prediction of air leakage; indoor air quality; computational fluid dynamic modeling of indoor air quality; impact of heating systems on house ventilation; thermal comfort and temperature distribution; subjective aspects of indoor air quality and ventilation; evaluation test reports. Lighting: Energy performance of advanced lighting control systems; development of lighting quality indicators; impact of lighting fixtures and systems on occupants' mood and satisfaction; daylighting prediction methods and measurement protocols; development of integrated an energy-efficient office workstations.
Program Record Number: NRC IRC 0400

Outreach Services
Description: Information on the activities of the Library and internet services, the Publications Service, Seminar Service, Marketing & Client Services.
Topics: Reference service; loans; information retrieval; periodical subscriptions; acquisitions; translation requests; requests for information;

preparation of publications and reports.
Program Record Number: NRC IRC 9040

System Support Unit
Description: Information on the Institute's facilities.
Topics: calibration and standards instrument pool for loans; maintenance and repair shop; co-ordination and advisory services.
Program Record Number: NRC IRC 9050

Urban Infrastructure Rehabilitation
Description: Information on cold climate effects, performance, deterioration and rehabilitation of urban infrastructure, specifically buried water and sewer lines, urban roads/sidewalks and concrete bridges. Numerical modelling, laboratory testing and full scale field studies.
Topics: Material and structure performance and deterioration, condition assessment including non-destructive evaluation, risk/decision models, maintenance management, asset management, performance-based guidelines for design and rehabilitation, frost action, permafrost, thermal conductivity of soils, steel corrosion/mitigation, early age cracking of concrete, bitumen chemistry and crack sealing of pavements, utility cuts in pavements and cold in-place recycling of pavements, thermal performance of manholes, trenchless technologies/sliplining.
Program Record Number: NRC IRC 0500

Integrated Manufacturing Technologies Institute (London)
Description: Administration, general correspondence, enquiries; DG and director calendar and travel expenses; time records; Advisory Board meetings and minutes; Senior Management meetings and minutes; IMTI Weekly News reporting; Agreements (research, including confidentiality agreements); correspondence, general information pertaining to research groups plans and programs; visits and tours; workshops; research proposals and projects; publications (external and internal).
Topics: Correspondence, papers, CD ROMs, DVDs, VHS, graphics, pictures, PowerPoint presentations, agreement templates including research collaborative agreements, licensing agreements, confidentiality agreements, computer generated data acquisition paper printouts, tape media and computer hard drives/disks, procurement records.
Program Record Number: NRC IMT 0000

National Institute for Nanotechnology (Edmonton, Alberta)

Administration
Description: General Reports and correspondence.
Topics: Human resources, building infrastructure; procurement; information technology and networks; and financial planning.
Program Record Number: NRC NIN 0002

Research Programs
Description: General reports and correspondence.
Topics: molecular scale development; supramolecular nanoscale assembly; materials and interfacial chemistry; theory and modeling.
Program Record Number: NRC NIN 0200

Plant Biotechnology Institute (Saskatoon, Saskatchewan)
Description: Reports and information on activities.
Topics: Seed Oils, Natural Health Products, Anti-nutritional compounds, Disease Resistance, Environmental Stress Tolerance, Plant Genomics, Proteomics, Transformation Methodologies, Cell Culture Technologies.
Program Record Number: NRC PBI 0000

Steacie Institute for Molecular Sciences (Ottawa)

Administration
Description: Documents on the operation of the different individual groups such as project planning and reports, financial forecasts, research and development on industrial materials, travel and seminar information, replies to technical inquiries, and records on technical support – i.e., supplies and equipment, safety committee.
Topics: Administration; liaison (with associations, industries, foreign countries, universities, federal departments, and provinces); Government Industrial Assistance Programs; finance; budget; operations-general; projects and project evaluations; tests; technology; public outreach and communications.
Program Record Number: NRC SIM 0000

Atomic, Molecular and Optical Science (AMOS)
Description: Information about advanced laser technology with physical and biological materials.
Topics: Nuclear motion in molecules; attosecond optical and electron pulses; real-time chemical processes; nuclear motion in solids; buried nano-structure writing.
Program Record Number: NRC SIM 2003

Biomolecular Sensing and Imaging (BSI)
Description: Information regarding the development and application of tools for molecular sensing and imaging for understanding cellular processes.
Topics: Molecular sensing; high resolution imaging; design & synthesis of chemical probes for functional genomics and proteomics and for the microfabrication of nanoscale devices.
Program Record Number: NRC SIM 2004

Molecular and Nanomaterials Architecture (MNA)
Description: Information on chemical synthesis for the design and development of novel architectures forming the basis for new molecular platforms in biomedical and environmental diagnostics and high performance materials.
Topics: Carbon nanotubes; nano-materials; small molecular probes for chemical biology; nanoparticles; organometallic frameworks for advanced materials.
Program Record Number: NRC SIM 2002

Materials Structure and Function (MSF)
Description: Information on the design, synthesis and characterization of meso-porous materials and on the development of methods for the determination of crystal structures for complex supramolecular materials.
Topics: Synthesis and modification of porous materials (soft and hard frameworks), gas hydrates, characterization of materials at molecular level, crystal and powder X-ray diffraction; solid-state NMR and micro-imaging.
Program Record Number: NRC SIM 2005

Theory and Computation (T&C)
Description: Information on theoretical approaches and computational tools to model quantum many-body structure, dynamics, and the physical, chemical and functional properties of materials in the gas and condensed phase.
Topics: Theoretical spectroscopy; chemical dynamics; materials; quantum chemistry of macromolecular systems; combining density functional theory and other tools to model complex systems.
Program Record Number: NRC SIM 2001

General-Use Series
Description: Information on the organization of international conferences – memberships, fees, minutes, annual reports regarding associations and societies; co-operation and liaison activities with universities, institutes, provincial and federal departments and agencies; commercial

agreements with provincial research councils and federal government departments; interdepartmental committee correspondence and minutes; research agreements; correspondence, policy and guidelines on the Canadian Human Rights Act, status of women and access to information and privacy.

Topics: Associations, clubs and societies; universities; institutes of technology; international conferences; commercial agreements; provincial governments; federal government departments; interdepartmental committees; Canadian Standards Association; publications; status of women; Canadian Human Rights Act; Access to Information Act and Privacy Act, Employment Equity, Advisory Board on Scientific and Technological Information; Scientific and Technological Information Services; research agreements.

Program Record Number: NRC GEN 0750

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Audits

Budgets

Buildings and Properties

Classification or Positions

Employment and Staffing

Finance

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Official Languages

Personnel

Proactive Disclosure

Procurement

Physical Security

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Particular Personal Information Banks

Contracts between NRC and Individuals
Description: This bank contains the initial proposal and submission, evaluations and correspondence, details of contract, financial transactions and interim or final reports.
Class of Individuals: Members of the general public who submit proposals for work to be performed for the National Research Council.
Purpose: To evaluate proposals, to process contracts, and to provide information for the verification of invoices, payments and scientific monitoring, and to administer contracts.
Consistent Uses: Definition requirement (statement of work) applicable procurement policies sourcing mechanisims and expected completion time-frame.
Retention and Disposal Standards: Records are retained for six fiscal years after completion and non-renewal of the contract and are then destroyed.
RDA Number: 99/004
Related PR#: NRC PRN 914
TBS Registration: 000939
Bank Number: NRC PPU 055

Employment Applications
Description: This bank contains information on candidates available for employment at the National Research Council when vacancies arise. Records contain letters, completed application forms, applicant resumes, comments of interviewer, and letters of reference.
Class of Individuals: Members of the general public who apply for employment at the National Research Council.
Purpose: To select candidates for vacancies at the National Research Council.
Consistent Uses: None
Retention and Disposal Standards: Records are retained for two years following expiry of the eligibility list or last administrative use, whichever is later and are then destroyed.
RDA Number: 98/005
Related PR#: NRC PRN 920
TBS Registration: 000940
Bank Number: NRC PPU 060

Industrial Research Assistance Program
Description: The records in this bank are used to support proposals for financial assistance to cover the costs of salaries for company research staff engaged in approved projects. Participating companies provide the research facilities and other expenses involved in the project and retain all titles or have rights to access to the results of the jointly-funded research.
Class of Individuals: Directly-related employees of companies that submit proposals for financial assistance through this program.
Purpose: To determine the amount of financial contribution to the company if the proposal is accepted.
Consistent Uses: Used to measure the relevance, success, and effectiveness of the Program, as well as the follow-up to the Auditor General.
Retention and Disposal Standards: Accepted proposals are retained for 10, 20 or 30 years depending on the project and then destroyed. Unaccepted proposals are retained for 10 years.
RDA Number: 2001/014
Related PR#: NRC IRP 705
TBS Registration: 001683
Bank Number: NRC PPU 026

Information Dissemination
Description: Information in this bank is provided by the purchaser of publications, subscriptions, information or computerized services.
Class of Individuals: Scientific community, contractors, architects, engineers and technicians.
Purpose: To provide individuals with information on prepaid subscriptions, publications, or computerized services, and to assess and collect charges.
Consistent Uses: This information is used to record financial transactions and update computerized mailing lists.
Retention and Disposal Standards: Records are retained for a period of two years and are then destroyed.
RDA Number: 99/003
Related PR#: NRC CIS 0310, NRC CIS 0800, NRC IRC 9040
TBS Registration: 000944
Bank Number: NRC PPU 080

International Exchanges and Visits
Description: This bank contains applications from individuals who wish to visit France under the NRC/CNRS Scientific Co-operation Program or the France/Canada Exchange Agreement, recommendations, decisions of the selection committee, and related correspondence.

Class of Individuals: Members of the scientific community.
Purpose: To select individuals for these two programs and to implement administrative procedures connected with the exchange or visit.
Consistent Uses: None
Retention and Disposal Standards: Records are retained for three years after the termination of exchange or visit, or three years after the arrangement ceases and are then destroyed.
RDA Number: 98/005
Related PR#: NRC PRN 921
TBS Registration: 000934
Bank Number: NRC PPU 030

Submissions by Private Individuals
Description: This bank contains information on inventions submitted by individuals for assessment and scientific comments and patent protection advice provided by the National Research Council. Information includes the original submission, evaluation by scientific personnel where expertise was available, and the reply to the enquirer. Also, this bank contains information of individuals submitting proposals for code changes or comments on proposed changes to the National Construction Code documents.
Class of Individuals: Members of the general public who request advice about their inventions and members of the general public who choose to participate in the national code development process.
Purpose: To carry out an assessment and provide scientific comment and advice on inventions submitted by the general public and to assist in acknowledging and responding to proposals and comments received from the general public.
Consistent Uses: None
Retention and Disposal Standards: Records are retained for a period of five years and are then transferred to National Archives Historical Branch.
RDA Number: 94/024
Related PR#: NRC EXE 0100
TBS Registration: 000932
Bank Number: NRC PPU 010

Manuscripts for Publication
Description: These records contain manuscripts, forms and publishing department correspondence related to the printing of Council research journals. Full name, address, title of paper, name of journal to which the paper was submitted and date of submission are required for access.
Class of Individuals: Individuals who have submitted manuscripts.

Purpose: To record information relating to the publication of papers in research journals.
Consistent Uses: None.
Retention and Disposal Standards: Records are retained for two years and are then destroyed.
RDA Number: 98/001
Related PR#: NRC CIS 900
TBS Registration: 000936
Bank Number: NRC PPU 040

National Research Council and Committee Membership
Description: This bank contains background information, including the educational background, affiliation, publication list, and professional experience of individuals nominated for service on Council and its associated committees.
Class of Individuals: Past and current members of Council and members of committees of Council.
Purpose: To assist in the selection and appointment of members of the National Research Council and its committees.
Consistent Uses: None.
Retention and Disposal Standards: Records of persons who are or have been members of the Council and/or its committees are retained from 5 to 12 years and then transferred to the Historical Branch of the National Archives of Canada.
RDA Number: 94/024
Related PR#: NRC EXE 010
TBS Registration: 000931
Bank Number: NRC PPU 005

Personal Letters of Recommendation by National Research Council Personnel Relating to Non-Staff Members
Description: This bank contains requests for recommendations and copies of letters of recommendation made by staff members for non-staff individuals.
Class of Individuals: Members of the scientific and academic communities who ask for letters of recommendation.
Purpose: To provide letters of recommendation to members of the scientific and academic communities.
Consistent Uses: Past letters are referenced when a non-staff member makes a request for another letter of recommendation.
Retention and Disposal Standards: Files are retained for two years and are then destroyed.
RDA Number: 98/001
Related PR#: NRC HRB 0000
TBS Registration: 000933
Bank Number: NRC PPU 015

Research Associateship Program: Applicant Inventory
Description: Records contain application forms, curricula vitae, academic records, publications, letters of recommendation, personal characteristics and employment history.
Class of Individuals: Individuals who have made application to the National Research Council for research associateships.
Purpose: To select recipients of NRC research associateships.
Consistent Uses: None.
Retention and Disposal Standards: Records are retained for two years and are then destroyed.
RDA Number: 98/005
Related PR#: NRC HRB 0400
TBS Registration: 000941
Bank Number: NRC PPU 065

Youth Employment Strategy
Description: This bank contains information about post-secondary students, their name, age category, year of graduation, field of study, address, telephone number, level of study, and designated category under the employment Equity Act.
Class of Individuals: General public
Purpose: The Purpose of this bank is to list selected participants in the Internship Program with innovative SMES and the Collaborative Research Internships Program.
Consistent Uses: Monitoring, follow-up and reporting to Human Resources and Skills Development Canada.
Retention and Disposal Standards: Records are retained by NRC for the duration of the program plus three years, after which the records are destroyed.
RDA Number: 98/005
Related PR#: NRC IRP 1706
TBS Registration: 004039
Bank Number: NRC PPU 085

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to information and Privacy Requests

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Hospitality

Personnel Security Screening

Relocation

Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes

Travel

Classes of Personal Information

The personal information contained in this class is distributed across a wide range of subject files. It is not used for administrative Purposes, and is normally neither arranged nor retrieved by personal identifiers. The most common types of personal information contained in this class are name, address, and, in some cases, affiliation, educational background and experience. The information was collected through general enquiries, complaints, requests for assistance, and personal views and opinions directed by the public to the scientific laboratories; to the NRC-Canada Institute for Scientific and Technical Information; to the NRC-Industrial Research Assistance Program regarding its assistance programs; and to the Council's supporting administrative branches such as Human Resources and Administrative Services, Contract Services and Communications. Individuals wishing to access information relating to themselves should provide specific details regarding. the institute, branch, or individual to whom the correspondence was addressed; the approximate date of the correspondence; the subject matter; the name of the program (if applicable); and the file reference number, if available.

The retention periods for this class of personal information vary and are provided in the records schedules of the general subject files in which the information is stored.

Manuals

- Administration and Services Manual (ASM)
- Anglo-American Cataloguing Rules
- CONSER Cataloguing Manual
- Library of Congress Classification schedules
- Library of Congress Subject Headings
- MARC 21 Format for Authority Data
- MARC 21 Format for Bibliographic Data
- MARC 21 Format for Holdings Data
- MARC Code List for Countries

- MARC Code List for Geographic Areas
- MARC Code List for Languages
- MARC Code List for Organizations
- MARC Code Lists for Relators, Sources, Description Conventions
- Canada Labour Code Directives
- Financial Management Manual (FMM)
- Human Resources Manual (HRM)
- Interlibrary Loan Code
- Library Telecommunications Code
- Standard Operating Policies and Procedures (SOPP)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for additional information about the NRC may be directed to:

Manager, Communications
National Research Council
Administration Building (M-58)
Montreal Road
Ottawa, Ontario K1A 0R6

Telephone: 613-993-4619

CISTI

Additional information about CISTI's many specialized services can be obtained from:

Canada Institute for Scientific and Technical Information
National Research Council
Montreal Road, Building M-55
Ottawa, Ontario K1A 0R6

Telephone: 613-993-1600

Regional Contacts

Scientific and technical advice, assistance and information to the Canadian manufacturing industry and the small business community in particular are provided by the Technology Network of the Industrial Research Assistance Program (IRAP) located across Canada. Information on locations, names and telephone numbers of regional contacts is available from:

National Research Council Canada
Montreal Road, Building M-55, Room 269D
Ottawa, Ontario K1A 0R6

Telephone: 613-993-3431

Reading Room

The Canada Institute for Scientific and Technical
Information (CISTI) and its Information Centres
have assigned public rooms under the Access to
Information Act. The addresses of these rooms
may be obtained by contacting the Institute at:

Montreal Road, Building M-55
Ottawa, Ontario K1A 0R6

Telephone: 613-993-1600

Please visit NRC's website for further information:
http://www.nrc-cnrc.gc.ca/

National Round Table on the Environment and the Economy

Chapter 111

General Information

Background

The National Round Table on the Environment and the Economy (NRTEE) was created in 1988 in response to the Report of the World Commission on Environment and Development (Brundtland Commission) and the recommendations of the National Task Force on the Environment and the Economy. In 1993, the National Round Table on the Environment and the Economy Act received Royal assent. The Act mandated the NRTEE to serve as a catalyst in identifying, explaining and promoting the principles and practices of sustainable development. This Act establishes the organization as a departmental corporation, reporting directly to the Minister of Environment.

The National Round Table is a departmental corporation committed to providing decision makers and opinion leaders with reliable information and objective views on the current state of the debate on the environment and the economy. Specifically, the agency identifies issues that have both environmental and economic implications, explores these implications, and attempts to identify actions that will balance economic prosperity with environmental conservation.

Responsibilities

The mandate of the National Round Table on the Environment and the Economy, as stated in Section 4 of the National Round Table on the Environment and the Economy Act, is to play the role of catalyst in identifying, explaining and promoting, in all sectors of Canadian society and in all regions of Canada, principles and practices of sustainable development.

Legislation

- National Round Table on the Environment and the Economy Act

Organization

The National Round Table on the Environment and the Economy is a departmental corporation consisting of a chairperson and not more than twenty-four (24) other members appointed by Governor in Council for renewable terms of up to three (3) years. NRTEE's members are distinguished Canadians that represent a broad range of regions and sectors – including business, labour, academia, environmental organizations, Aboriginal communities, and municipalities.

A President and CEO, also appointed by Governor in Council, supervises and directs the work and staff of the Round Table. The Secretariat in Ottawa provides analytical, communications and administrative support to Round Table members.

Activities are organized into a series of programs that commission research, conduct national consultations, report on areas of consensus and disagreements, and put forward reasoned recommendations for steps to be taken that will promote sustainability. Programs are overseen by NRTEE members.

Information Holdings

Program Records

Program Files
Description: Documents pertaining to the programs of the NRTEE.
Topics: Include working files and records on Agriculture, Brownfields Redevelopment, Boreal Forest, Environment and Sustainable Development indicators, Capital Markets, Climate Change, Climate Change Adaptation Conservation of Natural Heritage, Eco-efficiency, Economic Instruments and Ecological Fiscal Reform, Education (sustainable development), Energy, Energy and Climate Change, Environmental Technologies, Federal Green Procurement, Financial Services, Foreign Policy, Governance, Ocean Environment and Resources, Projet de Société, Private Woodlots, Rio + 5, Reporting on Sustainability, Transportation, Wildlife Resource Management, Urban Sustainability.
Access: By subject.
Format: Paper files and EDP.
Program Record Number: NRTEE PRH 010

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Classification of Positions

Finance

Furniture and Furnishings

Hospitality

Human Resources

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Travel

Particular Personal Information Banks

Consultant Information
Description: This data file contains the names, addresses and profiles of all consultants who have submitted company profiles to the NRTEE.
Class of Individuals: Individuals who have submitted, solicited or unsolicited profiles to NRTEE for contract work.
Purpose: To maintain a record of consultants that have an expertise in, and are interested in doing contract work with NRTEE.
Consistent Uses: The records are used to review profiles for possible contract work.
Retention and Disposal Standards: Records are kept for three fiscal years, then transferred to storage.
RDA Number: 2003/008
Related PR#: NRTEE PRH 010
TBS Registration: 003983
Bank Number: NRTEE PPU 001

NRTEE Corporate Database
Description: This is a database of individuals' information in the form of name, affiliation, and business or home mailing address. Information on individuals who have expressed an interest in the NRTEE's corporate information, publications, or programs is maintained in this database.
Class of Individuals: Individuals and groups that have an interest in sustainable development issues and NRTEE activities, including academia, government, business, media, non-governmental and environmental organizations, and libraries.
Purpose: To maintain standard lists for the mailing of NRTEE publications, specifically the NRT Review. The database also contains contact information on individuals who have expertise in areas related to the programs and activities of the NRTEE, to be used mainly for the construction of multi-stakeholder discussions.
Consistent Uses: The information contained in the records is used to communicate with individuals interested in issues addressed by the NRTEE.
Retention and Disposal Standards: Records are kept permanently, unless otherwise directed by individual.
RDA Number: 2003/008
Related PR#: NRTEE PRH 010
TBS Registration: 003984
Bank Number: NRTEE PPU 002

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Personnel Security Screening

Relocation

Travel

Manuals

- Program Planning Manual – NRTEE

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the National Round Table on the Environment and the Economy and its programs and functions may be directed to:

National Round Table on the Environment and the Economy (NRTEE)
344 Slater Street, Suite 200
Ottawa, Ontario K1R 7Y3

Telephone: 613-992-7189
Facsimile: 613-992-7385
E mail: admin@nrtee-trnee.ca
Internet: www.nrtee-trnee.ca

Reading Room

In accordance with the Access to Information Act, the NRTEE has designated a reading room located at:

344 Slater Street, Suite 200
Ottawa, Ontario K1R 7Y3

Natural Resources Canada

Chapter 112

General Information

Background

The Department of Natural Resources was created by the Department of Natural Resources Act on January 12, 1995. It combines the former departments of Energy, Mines and Resources and Forestry. Some groups in the department, such as the Geological Survey of Canada, have been in existence for more than a century. The mandate of the department is the sustainable development and use of natural resources: energy, minerals and metals, Earth sciences and forests, using expertise in science, technology, policy and programs. The department is organized into five science-based sectors, one Corporate Management Sector and three corporate branches: Communications, Audit and Evaluation, and Strategic Policy.

Responsibilities

Under the Minister of Natural Resources Canada (NRCan), the department plays a pivotal role in helping shape the important contribution of the natural resources sectors to the Canadian economy, society and environment. These sectors, which include our forests, energy, minerals and metals, and landmass, as well as related industries, are a cornerstone of Canadian prosperity and are helping build a 21st-century economy. Through partnership and innovation, NRCan works with Canadians to make wise use of our resources, strengthening the social foundation of Canadian life. NRCan conducts innovative scientific research to generate and transfer ideas, knowledge and technologies. It continues to promote Canada's international interests to meet our global commitments related to natural resources and ensure Canada's place in the world. Visit www.nrcan.gc.ca to learn more.

Legislation

- Alberta-British Columbia Boundary Act
- Arctic Waters Pollution Prevention Act
- British Columbia Act
- Canada Business Corporation Act
- Canada Foundation for Sustainable Development Technology Act
- Canada Lands Surveys Act
- Canada Oil and Gas Operations Act
- Canada Petroleum Resources Act
- Canada-Newfoundland Atlantic Accord Implementation Act
- Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act
- Canadian Exploration and Development Incentive Program Act (repealed)
- Canadian Exploration Incentive Program Act (repealed)
- Canadian Home Insulation Program Act
- Canadian Income Tax Act – section 248
- Canadian Ownership and Control Determination Act
- Cooperative Energy Act
- Department of Energy, Mines and Resources Act
- Department of Natural Resources Act
- Electoral Boundaries Readjustment Act
- Emergencies Act
- Energy Administration Act
- Energy Efficiency Act
- Energy Monitoring Act
- Energy Supplies Emergency Act
- Explosives Act
- Export and Import Permits Act
- Forestry Act
- Government Organization Act
- Hibernia Development Project Act
- Home Insulation (N.S. and P.E.I.) Program Act
- International Boundary Commission Act
- International Boundary Demarcation Treaty

- Manitoba Act

- Motor Vehicle Fuel Consumption Standards Act

- National Energy Board Act

- National Film Act, 1939

- Northern Pipeline Act

- Nuclear Liability Act

- Nuclear Safety and Control Act

- Oil Substitution and Conservation Ac

- Petroleum Incentives Program Act

- Prince Edward Island Act

- Provincial Boundaries Acts

- Public Lands Grants Act

- Public Service Staff Relations Act (Repealed)

- Representation Commissioner Act

- Resources and Technical Surveys Act

- Transport of Dangerous Goods Act

- Treaty of Washington

- Union of Newfoundland Act

- Yukon Placer Mining Act (Repealed)

- Yukon Quartz Mining Act

Organization

The Department of Natural Resources Canada is organized into sectors – Canadian Forest Service, Energy Policy Sector, Energy Technology and Programs Sector, Earth Sciences Sector, Minerals and Metals Sector, Climate Change Secretariat and Corporate Management Sector – and three corporate branches – Strategic Policy Branch; Communications Branch and Audit and Evaluation Branch. There is also an Office of the Chief Scientist, a Large Final Emitters Group and a Shared Services Office. The department's Climate Change Secretariat wound down operations in 2004. There are also two Crown Corporations (Atomic Energy of Canada Limited. and the Cape Breton Development Corporation) and several boards, commissions, committees and councils which report to Parliament through the Minister of Natural Resources, such as the Canadian Nuclear Safety Commission.

Audit and Evaluation Branch

The Audit and Evaluation Branch provides senior management with independent, objective professional advice and/or assurance on the performance of the management framework, performance information, departmental programs, policies, operations and the management of risks.

Canadian Forest Service

The Canadian Forest Service (CFS) promotes the sustainable development of Canada's forests and the competitiveness of the Canadian forest sector. The CFS evaluates approaches to sustainable forest management, monitors forest health, provides national forestry statistics and economic analysis, and conducts research on issues of national and international significance such as biodiversity, afforestation, climate change and forest fires. The CFS synthesises and integrates information from all sources within the Canadian forest sector to report nationally and internationally. Well equipped with scientific, technical and policy development expertise, the CFS plays a lead role in addressing national and international issues that affect Canada's forests and forest sector. To this end, the CFS brings together stakeholders to develop common strategies and national consensus on forestry issues and establishes links and partnerships with other departments, provinces and territories, industry, forest research institutes, Aboriginal communities, and non-governmental groups. The CFS delivers its services through its headquarters in the National Capital Region and a network of five forestry centres. These centres are strategically located across Canada: Victoria, British Columbia; Edmonton, Alberta; Sault Ste. Marie, Ontario; Sainte-Foy, Québec; and Fredericton, New Brunswick. The centre in Edmonton has a Saskatchewan Liaison Office in Prince Albert, Saskatchewan. The centre in Fredericton has a research office located in Corner Brook, Newfoundland and Labrador, as well as the Acadia Research Forest. The Sault Ste. Marie centre manages the national Petawawa Research Forest in Chalk River.

Climate Change Secretariat

The Climate Change Secretariat (CCS) was created by the Prime Minister in February 1998, as a means to co-ordinate federal climate change policy analysis and development, programming, and communications, and to work with provinces, territories and stakeholders to develop a national climate change strategy, following the 1997 Kyoto

Protocol agreement. The CCS is an administrative mechanism and was not established through any specific legislation. The Head of the Secretariat reported to the Deputy Ministers of Environment Canada (EC) and Natural Resources Canada (NRCan). NRCan served as the Secretariat's administrative platform, providing administration, financial, human resources and other related services. The Secretariat was funded as one of the initiatives under the Climate Change Action Fund (CCAF), initially for the 1998/2001 period and subsequently renewed through 2003/04. With the December 2002 ratification of the Kyoto Protocol and the sunsetting of the CCAF at the end of March 2004, the Secretariat wound down its operations and closed September 30, 2004.

The Head of the Secretariat reported to the Deputy Ministers of Environment Canada (EC) and Natural Resources Canada (NRCan).

Communications Branch

The Branch is responsible for providing a full range of communications services to the Minister, Deputy Minister and senior management. It advises and helps different sectors in the Department as they plan and implement strategies to keep the public informed. It also analyzes public and media reaction to departmental initiatives.

Corporate Management Sector

The Corporate Management Sector provides NRCan with a systematic, directional and guiding approach to achieve strategic and operational objectives in the areas of Finance, Human Resources, Security, Safety and Emergency Management, Information Management, Information Technology, Access to Information and Privacy, and Real Property. Corporate Management Sector comprises a Financial Management Branch, a Human Resources and Security Management Branch, an Information Management Branch, each headed by a Director General, as well as a Real Property Management Division headed by an Executive Director.

Earth Sciences Sector

The Earth Sciences Sector (ESS) was created as part of the 1995 amalgamation of the Geological Survey of Canada and the Surveys and Mapping Branch (now called Geomatics Canada). ESS includes Geomatics Canada (GC), the Geological Survey of Canada (GSC), and the Polar Continental Shelf Project (PCSP). GC, GSC, and PCSP have retained their identities under the Earth

Sciences Sector umbrella. The Earth Sciences sector participates in the environmental, social, and economic priorities of Canada by focusing its research and development programs on innovative projects whose objectives are to improve the quality of life of Canadians. The generation and dissemination of new knowledge to contribute to the well being of Canadian citizens is at the forefront of all ESS activities.

Energy Policy Sector

In partnership with all levels of government, universities, research institutes, the private sector and international organizations, the Energy Policy Sector (EPS) works to balance the prosperity, security, environmental, and social aspects of energy by fostering the sustainable development and use of the nation's energy resources to meet the present and future needs of Canadians. Its mission is "A better energy future for Canada." EPS focuses on energy science and technology, policies, programs, knowledge and international activities in the areas of climate change, renewables and alternative energy, and energy resources to further sustainable development.

Energy Technology and Programs Sector (ETPS)

The Energy Technology and Programs Sector provides corporate leadership for building and maintaining energy technology research and knowledge capacity in the Department. The Sector is responsible for directing the planning, organization and activities of highly specialized research and development to support hydrocarbon, non-hydrocarbon, alternate energy and energy efficiency sectors, and the relevant and associated industries across Canada. The efficient use of energy resources is key to addressing issues regarding climate change and the generation of greenhouse gases. The Sector is also responsible for developing and implementing integrated strategies, plans and programs to promote greater attention to, and achievement of, energy efficiency and alternative energy use throughout Canada and globally in response to government priorities, including current emphasis on federal leadership respecting climate change.

Geological Survey of Canada (GSC)

The Geological Survey of Canada (GSC) is part of the Earth Sciences Sector. GSC is Canada's premier agency for geoscience research and information. Through its six geoscience business

lines (Minerals, Energy, Hazards, Oceans, Climate Change, and Environment and Health) GSC supplies the fundamental national geoscience knowledge-base required for hazards monitoring and mitigation, environmental and groundwater protection, technology development, and to support sustainable development of Canada's mineral and energy resources and contribute to wider government policy initiatives. GSC is the departmental resource for information about the geoscience of Canada's landmass and offshore including; regional bedrock and surficial geological mapping and geological processes; marine geoscience; information about the nature, quantity, distribution and formation of Canada's mineral, energy and groundwater resources; geospatial hazard information on earthquakes, landslides, and geomagnetic storms and earthquake monitoring; the impact of climate change on permafrost and coastlines; and national geoscience databases, archives and reference collections. GSC research contributes to Sector programs that address the issues of a Clean Environment, Strong and Safe Communities, Connecting Canadians, Sustainable Development of Natural Resources, and Development of the North. For more information about the Geological Survey of Canada see http://www.nrcan.gc.ca/ess/index_e.php.

Geomatics Canada (GC)

Geomatics Canada is a division of the Earth Sciences Sector of Natural Resources Canada. It is part of what makes Canada one of the world's "smartest" natural resources developers. Geomatics Canada is responsible for matters relating to surveying, mapping, remotely sensed data and geographically referenced information describing the Canadian landmass. This information is used in formulating public policy and in supporting internationally competitive Canadian geospatial enterprises. Primary activities include the acquisition and dissemination of topographical and geographical information and remotely sensed data, the development and transfer of associated technologies, and participation in related national and international partnerships. Recently, the Canadian Geospatial Data Infrastructure (CGDI) Web site was launched, giving a Web-based access point for the latest Canadian environmental, geographic and scientific information. This project was developed in cooperation with other agencies of the Government of Canada, provincial governments, industry and Canadian universities.

Large Final Emitters Group

The Large Final Emitters Group is responsible for working with key industry sectors to reduce annual greenhouse gas emissions. Through its discussions with industry, provinces and territories, and other stakeholders, the Large Final Emitters Group will design policies and measures that are effective in encouraging reductions, are administratively efficient and clear, and help to maintain the competitiveness of Canadian industry.

The group was originally created under the purview of the Minister of Natural Resources. With the release of Project Green: Moving Forward on Climate Change in 2005 the group was transferred to Environment Canada given the Government's intent to regulate Large Final Emitters under the Canadian Environmental Protection Act.

Minerals and Metals Sector (MMS)

The Minerals and Metals Sector (MMS) is the Government of Canada's primary source of scientific and technological knowledge and policy advice on Canada's mineral and metal resources and on explosives regulation and technology. In addition to housing three of Canada's premier scientific research institutions, MMS has the government lead in promoting the sustainable development and responsible use of Canada's mineral and metal resources. MMS is a leader in the generation and dissemination of knowledge on the Canadian minerals and metals industry and collaborates with, and provides research services to, governmental, institutional and industrial clients for the development of new technology with economic, environmental and social benefits to Canadians.

The Office of the Chief Scientist (OCS)

The OCS represents the diversity of science and technology within NRCan and champions science on behalf of the Department in a manner that communicates the complexity and scope of program to key individuals and audiences inside and outside government. OCS, in full cooperation with the Sectors, will develop a departmental profile, vision and direction for NRCan science and technology. The Chief Scientist provides expert advice to the Minister, DM and ADMs on the department's scientific agenda, and on national and global scientific trends and developments. The Chief Scientist leads in the development and maintenance of natural resource-based strategic

science and technology networks federally, nationally and internationally.

Shared Services Office (SSO)

SSO provides effective and efficient administrative services to employees in the Department, all across Canada. The SSO is responsible for Finance and Procurement Services; Human Resources Systems and Services; Information Technology Services; Records Management, Mail and Messenger Services, Fleet and Parking Services, and Facilities. The SSO provides high-quality service to its departmental clients enabling them in their delivery of services to the Department's clients and partners.

Strategic Policy Branch (SPB)

SPB supports the Minister, the Deputy Minister, the Departmental Management Committee (DMC) and the Policy Management Committee (PMC) by providing policy and strategic advice in the management and coordination of the department – in the context of evolving federal priorities and emerging issues within the NR sectors. It works within NRCan and with other partners to develop departmental responses to government-wide policy priorities and to position NRCan strategically within the interdepartmental community. It develops and coordinates departmental policies on key horizontal issues, such as innovation, regulatory policy; international, regional, environmental, sustainable development, freshwater and Aboriginal issues and leads NRCan's sustainable development strategy. It develops integrated responses to northern Canadian resource issues. It also conducts economic analysis on emerging issues. Through the Deputy Minister, SPB provides advice and issue-management support to the Minister and the department. Cabinet Affairs, Parliamentary Affairs and the Appointments Office are key to fulfilling these responsibilities. The Branch leads the development of strategic departmental policies. SPB also leads the department's strategic and business planning cycle. The Environmental Assessment team is responsible for coordinating NRCan's role in the environmental assessment of resource projects where NRCan is a responsible authority or a federal authority. The SPB Environmental Management team establishes policies and procedures related to the environmental performance of NRCan's facilities. The Branch is responsible for managing special projects, including the annual NRCan Senior Managers' Conference and DMC retreats. It also

provides quality control for ministerial and deputy ministerial correspondence and documents through its Executive Documents Unit.

Information Holdings

Program Records

Audit and Evaluation Branch

Audit and Evaluation
Description: Information relating to the performance of the management framework on the effectiveness of systems and controls related to: 1) the cost-effectiveness of program delivery activities and internal operations, including the economic and efficient use of resources; 2) the reliability and integrity of information for decision-making and reporting; 3) prudence and probity in the use of public funds and the safeguarding of assets; and 4) compliance with statutes and policies. Includes assessment, surveys and evaluation studies to assess the continued relevance, cost-effectiveness, impact and success of departmental programs, policies and organizations by examining their performance and identifying opportunities and innovative ways of achieving goals in alternative ways.
Topics: Assurance audits, compliance audits, financial attest audits, follow-up audits, development of performance indicators, results-based management and accountability frameworks, evaluation assessments, evaluation studies, impact analyses and special studies, client and stakeholder surveys, internal audit and program evaluation methodologies, Auditor General and Commissioner of the Environment and Sustainable Development reports, Treasury Board Secretariat and Comptroller General correspondence.
Program Record Number: NRCan AEB 640

Canadian Forest Service (CFS)

National Forestry Centres
Description: National Forestry Centres are the science delivery mechanism through which the Canadian Forest Service (CFS) of Natural Resources Canada fulfils its commitment to sustainable development and the competitiveness of the Canadian forest sector. The five Forestry Centres engage in a national research program that supports Canada's domestic and international forest policy priorities. By focusing on emerging

issues, the Centres continuously advance the quality and quantity of knowledge concerning Canada's forests. CFS Centres conduct research in the areas of biodiversity, biotechnology, climate change, forest ecology and ecosystem dynamics, entomology, pathology, monitoring, forest fires, forest landscape management, silviculture, forestry practices and socio-economics. They also deliver technology transfer, communications and library services. The Centres provide strategic perspective and context on regional forestry issues from all parts of Canada. They liaise and partner with Canada's Provinces and Territories, the Canadian forest sector, First Nations, universities, private research facilities, international institutes and non-governmental organizations, in order to identify strategic national science concerns and to engage Canadian science and technology players in an inclusive, cooperative approach to forest research. Additionally, the Centres facilitate delivery of CFS programs dedicated to sustainable forest management, such as Canada's Model Forest Program. Centres are also involved in the First Nations Forestry Program, which advances First Nations based sustainable forest management and forest-based development, and the Forest 2020 Plantation Demonstration and Assessment Initiative, in support of climate change and carbon sequestration research.
Program Record Number: NRCan CFS 004

Policy, Economics, Industry and International Affairs Branch (PEIIB)
Description: The Branch coordinates and leads the development, implementation and monitoring of CFS's strategic policy issues. This Branch provides economic analysis and advice related to the competitiveness of the forest sector including industry structure, resource availability and market trends. It works collaboratively with other federal departments and industry to advance Canada's forest products trade interests. The PEIIB also is responsible for forest sector-related advice and analysis for the Kyoto Protocol negotiations, and domestic climate change initiatives. The Branch has a presence at the international level, defining and advancing Canada's position on forests before international bodies.
Topics: Policy analysis; Industry, Economics and Trade analysis; Canada-U.S. Softwood lumber dispute; Forest sinks in Kyoto Protocol; support to Forintek Canada Corp. (Forintek), Forest Engineering Institute of Canada (FERIC) and the Pulp and Paper Research Institute of Canada (Paprican), the Canada Wood Export

Program (Canada Wood); Value to Wood Program, Coordination of international bilateral and multi-lateral agreements; United Nations Forum on Forests (UNFF); UN Commission on Sustainable Development (UNCSD); Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES); Convention on Biological Diversity; Food and Agriculture Organization of the United Nations (FAO) and North American Forest Commission, World Conservation Union; International Tropical Timber Organization; International Model forest Network.
Program Record Number: NRCan CFS 002

Planning, Operations and Information Branch (POIB)
Description: The Branch coordinates federal-provincial-territorial relations; provides strategic leadership to the Council of Canadian Forest Ministers (CCFM; and coordinates and leads the development and reporting on Criteria and Indicators (C&I) for both the CCFM and the Montreal Process. The Branch is accountable as well for designing and maintaining an integrated planning, budgeting, performance management and accountability system for the Canadian Forest Service, as well as preparing statutory reports. Lastly, the Branch provides leadership within CFS and the forest sector in the assessment of priorities for development and transfer of information and knowledge for reporting on progress towards sustainable forest development both nationally and internationally.
Topics: Federal-provincial relations; Government-wide horizontal issues, including the NRCan Sustainable Development Strategy; Strategic and operational planning; Expenditures and results management process; Canadian Council of Forest Ministers and its initiatives, including the 2005 national status report on the criteria and indicators of sustainable forest management in Canada; National Forest Strategy 2003-2008, the related coalition and the federal government response; Secretariat to the Montreal Process for the conservation and sustainable management of temperate and boreal forests; Canadian Forest Inventory Committee, National Forestry Database Program, National Forest Information System; Knowledge Management.
Program Record Number: NRCan CFS 001

Science and Programs Branch
Description: The Branch manages information on the CFS Science Programs, S&T Innovation, S&T Delivery Models, Strategic Alliances, and Science-

Policy Relation. It leads the strategic planning, implementation and evaluation of the national S&T Program; co-ordinates the S&T component of the CFS business lines across five regional forestry centres; and, provides science and program advice to policy makers and the other branches. The Branch pursues and forges partnerships within the Canadian forest sector and nurtures productive relationships among the diverse organizations with an interest in forestry at both the national and international levels. The Science and Programs Branch is also responsible for distributing information on the CFS S&T program, the publication and distribution of national scientific documentation. As well, this Branch strives to identify business and marketing opportunities for the commercialization and transfer of forest technologies. This Branch coordinates national partnership programs, including the Canadian Model Forest Program and the First Nations Forestry Program.

Topics: S&T Coordination; Science Advice; Forest Engineering Research Institute of Canada (FERIC); S&T Opportunities and Merit Awards; Plant Health and Quarantine; Coordination of CFS Involvement in Federal S&T Issues; Program Evaluation; International Union of Forest Research Organization (IUFRO); National S&T Advisory Board; NABFOR; Canadian Forest Innovation Council (CFIC); S&T Working Group; Experimental Forests; S&T Management Framework; Research Scientist Promotions; S&T Publishing and Editing; S&T Agreements/Memoranda of Understanding (MOUs); CFS/Natural Sciences Engineering Research Council of Canada/Social Sciences and Humanities Research Council (NSERC/SSHRC) Partnership Program; Graduate Student Supplements: Bioenergy/Program for Energy Research and Development (PERD); Intellectual Properties; Commercialization; Technology Transfer; International Energy Agency (IEA); S&T Marketing; Invasive Species; Biodiversity; Canadian Biotechnology Strategy; International S&T Climate Change; and CFS S&T Business Plan. Canada's Model Forest Program, liaison with the Tree Canada Foundation, First Nations Forestry Program Program; support to territorial and federal lands programs and other federal forestry mandated programs.

Program Record Number: NRCan CFS 003

Communications Branch

Communications

Description: Information regarding communications to the public on federal policies, strategies and programs affecting energy, forestry, minerals and metals, Earth sciences, climate change and selected research and technology endeavours.

Topics: Communications automated systems and electronic equipment; communications contracts; evaluation studies; marketing; client services; public opinion research; publishing; publications design contracts; press clippings and releases; ministerial speeches, publications; employee on-line newsletter; The Source; Departmental Communications Council; advertising; exhibitions and displays.

Program Record Number: NRCan CB 620

Corporate Management Sector

Corporate Management Sector

Description: Information relating to governance, management, direction, policy advice and oversight and compliance monitoring and reporting to and for the Department.

Topics: NRCan administration; Values and Ethics; management accountability; modern management practices; accountability reporting; policies relating to Acts and Legislation; Intellectual Properties; Campaigns and Canvassing; Ceremonies and Celebrations; departmental planning, monitoring and reporting; risk management.

Program Record Number: NRCan CMS 001

Financial Management Branch

Description: Information relating to the management direction and to the provision of a decentralized financial and contractual management service to organizations throughout the Department, including the preparation of departmental operational plans and the distribution by allotment of appropriate funds from Treasury Board.

Topics: Risk management; values and ethics; management accountability; modern management practices; accountability reporting; financial management; contract management; contract policy interpretation and monitoring; operational plans; financial analysis and planning; reference levels; reductions and restraints; financial policy and monitoring; allotments; resource management; financial commitment control; expenditures; cost recovery; estimates and budgets; fees; authorities; specified purpose accounts; Treasury Board

submissions; resource tracking; loans; annual reference level updates; public accounts and financial statements; pay verification; financial reporting; statistics and statements; revenue control; grants and contributions; and Departmental financial system.
Program Record Number: NRCan CMS 004

Human Resource Management
Description: Information relating to the provision of human resource management including planning, development and management of departmental human resources Includes information about essential functions like strategic planning, monitoring and reporting, policy and program development and response to special requests: all basic HR activities that translate governmental and departmental priorities into policies, plans and programs.
Topics: Labour relations; classification and staffing; executive resourcing; organizational development; employment equity; human resource strategic planning, monitoring, research and projects; learning and employee development; official languages; workforce adjustment.
Program Record Number: NRCan CMS 765

Information Management Branch
Description: Information relating to the development and implementation of sound information technology and information management (IT/IM) practices in NRCan; focal point for enterprise computer technology direction, standardization; formulation and implementation of plans, standards, strategies, policies, best practices and guidelines for information management; and administering the Access to Information Act and the Privacy Act within the Department.
Topics: Information management plans, strategies and guidelines; Access to Information Act and the Privacy Act; development and maintenance of the departmental Subject Classification Structure; essential records program; information evaluation and scheduling – authorities, accessions, and transfer agreements; electronic information management systems; e-mail management and information management awareness, training and guidelines. Information technology; governance, policies, standards, guidelines, strategies, architectures, associations and organizations; committees; conferences; strategic planning and coordination; information technology systems plans; NRCan and Treasury Board information technology standards; Government wide shared services, IT security standards, Information

Technology Management Framework (ITMF).
Program Record Number: NRCan CMS 002

Real Property Management Division
Description: Information relating to the custodianship and management of departmental Real Property (lands, buildings and sites leased or owned).
Topics: real property investment, portfolio and accommodation management including short to long-term investment and capital planning, project management, data management of NRCan's Real Property Information System, acquisition and disposal of properties, development of various real property agreements, including liaison with internal and external service providers of real property services. Information about administrative services includes Crown-owned living accommodations.
Program Record Number: NRCan CMS 003

Earth Sciences Sector

Canada Centre for Remote Sensing
Description: The Canada Centre for Remote Sensing (CCRS) collects and analyzes data from Earth-observation satellites and other sources relevant to issues including sustainable development, climate change, natural hazards, northern development and international trade and investment. CCRS holds departmental information about national geographic information databases and improved remote sensing and extraction techniques. The Centre's National Atlas team prepares a national summary of integrated Canadian geographical information.
Topics: Reports; Committees; conferences; Canadian Partnerships and Liaison – Industry, associations and organizations (Canadian Space Agency (CSA)), Radarsat International Inc., Canadian Geomatics Industry, Geomatics Industry Association of Canada (GIAC)), and other government departments; International Earth Observation Partnerships & Liaison, including but not limited to: European Space Agency (ERS Radar Satellites), SpotImage (France – SPOT Satellite), National Aeronautics and Space Administration (NASA)/National Oceanic and Atmospheric Administration (NOAA) (US – Landsat & Meteorological Satellites), other international remote sensing centres; International Technology Transfer Partners and Liaison, including but not limited to: Canadian International Development Agency (CIDA), International Development Research Centre (IDRC), Department of Foreign Affairs and International Trade (DFAIT), National Remote Sensing support programs;

Scientific and industrial liaison; economic and concept design studies; mission requirements, technology development, and dissemination of information (WWW & Multimedia); algorithm and methodology development, image processing and data integration research; client services and communications; licensing and intellectual property; applications research, development, demonstration, outreach relevant to clients and partners in fields including agriculture, forestry, geology, cartography & mapping, hydrology, ice & oceans, coastal zone management, international development assistance; image mapping, environmental monitoring, global change, local environment research, land information management, data fusion, multimedia applications development; EO ground Receiving station operations; EO data reception and processing; user systems development; EO data archive and distribution development and maintenance; spectroscopy; radiometry; internal informatics and computer/network services and support; geo-data access systems development; implementation and management; geo-information dissemination; data interchange formats; geomatics standards; Departmental policy and planning liaison; market assessment.
Program Record Number: NRCan ESS 001

Geodetic Survey Division
Description: Information controlled by this division relates to primary reference values for latitude, longitude, heights and gravity used in georeferencing and geoscience. This division holds information about national networks of gravity and survey control points as part of the Canadian Spatial Reference System (CSRS), a national standard for geospatial and Earth sciences information. Geodetic Survey Division is the departmental source for information about the Global Positioning System (GPS), the Canadian Active Control System (CACS) and the Canadian Base Network; Earth orientation in space, gravimetry and geoid modeling. The Division collaborates with scientific agencies, industry and universities.
Topics: Geodetic Surveys; operations: associations and organizations; liaison with companies, departments, provinces and countries; committees; conferences; memorandums of understanding; Canadian Spatial Reference System; Canadian Active Control System (CACS); Canadian Geodetic Information System; National Gravity Program; Electronic Distance Measurement Calibration; baselines; GPS Validation nets;

geodetic data management; geodetic data analysis and adjustment; geodetic client services; North American Datum Adjustment (NAD83); North American Vertical Datum and Adjustment (NAVD88); International Collaboration-International GPS Service; International VLBI Service; International Earth Rotation Service, International Association of Geodesy; US National Geodetic Survey; geodetic and gravity field surveys; surveying equipment and instruments; Inertial Survey System (ISS); levelling systems; Global Positioning System (GPS); primary horizontal control; primary vertical control; satellite Doppler; Very Long Baseline Interferometry; Canadian Gravity Standardization Network; Canadian Superconductivity Gravimeter Installation; gravimetry – absolute, relative and dynamic; geoid model; Canadian Base Network; contracting-out; source list for control survey contractors; gravity – standards, data base, maps.
Program Record Number: NRCan ESS 003

International Division
Description: Information controlled by this division relates to sustainable development in developing countries and includes information about partnerships with development countries, international financial institutions and United Nations agencies; participation in DFAIT's Team Canada, NRCan trade missions and ESS trade missions; the management of ESS Intellectual Property, Memoranda of Understanding and other business related agreements, both domestic and international; and business policies, guidelines and procedures.
Topics: International trade missions; international development in the earth sciences; international business opportunities and relations; partnerships and collaboration in S&T, business development and management; business reports; liaison with companies; licence agreements; patents; Intellectual Property; trademarks.
Program Record Number: NRCan ESS 005

Legal Surveys
Description: Pursuant to the Canada Lands Surveys Act, the Surveyor General of Canada Lands (Legal Surveys Division) has the custody of all records (field books, reports, diaries, survey plans, instructions and correspondence) relating to the surveys of Canada Lands. Canada Lands include Indian reserves, national parks and the offshore and all land in the Territories that are not privately owned. Records date from the 1870s to the present. Records include information relating to the management and regulation of all surveys

carried out on Canada Lands; inter-provincial boundaries; the boundaries between Canada and the United States, including the positioning of boundary line points, settlement of disputes and jurisdictional questions, regulation of construction and removal of boundary obstructions.

Topics: Legal surveys, divisional operations and meetings; status reports; monitoring results of plans of surveys; analysis of completed survey reports; projects; survey information requests; grants and contributions; associations and organizations; Surveys Records Information System; liaison with companies, other departments, provinces and countries; committees and conferences; modernization and standards; memorandum of understanding; contracts; Indian reserve surveys; legal matters; native land claims; Indian Reserves name changes; national historic sites; migratory bird sanctuaries and national wildlife areas; rights of way for pipelines, roads, and transmission lines in the territories; territorial resources base mapping; territorial mining surveys; settlements site surveys; inter-provincial and territorial boundary commissions and surveys; international boundary surveys; coordinated survey areas; oil and gas grid areas; aerial photography surveys; survey information and procedures; offshore survey information and procedures; manual of instructions for the Survey of Canada Lands; intergovernmental and interdepartmental agreements; acts and regulations; description of electoral districts; North American Datum and Adjustment; Offshore oil and gas; legal survey monument coordinate data base; surveys records depository; International Boundary Commission; international and offshore boundary issues; boundary regulation; International boundary field operations; geographical coordinates of boundary monuments; Indian reserves boundaries.

Program Record Number: NRCan ESS 004

Mapping Services Branch
Description: Information relating to the formulation and maintenance of national standards for mapping and the production of topographical, toponymic and aeronautical information in Canada. Information relating to mapping of the Canadian landmass in detail, showing relief elevation, lakes, rivers, roads, buildings, airports and canals, and including names of features and places.

Topics: Mapping services; GeoBase, grants and contributions; unsolicited proposals; status reports; associations and organizations; liaison with companies, other government departments, provinces, and countries;

industry support; committees; conferences; partnerships; foreign projects; research and development; National Topographic Data Base (NTDB); National Topographic Series of maps (NTS); Canadian Digital Elevation Data (CDED); ARC Digitized Raster Graphic (ADRG); Canmatrix and Camimage Raster Data; Vector map level O – VmapO; Arctic and northern program; maps and mapping; remote sensing; topographical mapping; emergency mapping; digital topographical mapping; data conversion; data structuring; data revision; geographical information systems; new mapping; nomenclature and toponomy; quality control; quality assurance; revision mapping; map derivation; standards and specifications; geospatial metadata; survey control; aerial photography; National Air Photo Library (NAPL); Interdepartmental Committee on Air Surveys (ICA's); aerial survey data base; Air Photography Information System (SIPA); data and map distribution; Canada Map Office (CMO); distributors; user support; inquiries; aeronautical charting; flight information; instrument flight rules products (IFR); Canada flight supplement; water aerodrome supplement; areas, regions and zones; visual flight rules (VFR) product; charts; Canadian Aeronautical Charts System (CANACS); Canadian Geographical Names Data Base (CGNDB); Geographical Names Board of Canada (GNBC); technical services; imaging; reprographic material; pre-press printing.

Program Record Number: NRCan ESS 002

Minerals and Regional Geoscience
Description: Information relating to mapping and interpreting the geology of the Canadian Shield and Cordilleran regions; the deep geology of Canada's continental crust; operating national observatories in seismology, geodynamics and geomagnetism; conducting national mapping programs of the earth's magnetic fields; setting standards for and undertaking contracted airborne geophysical surveys; information on natural hazards such as earthquakes and magnetic storms; mineral deposits of Canada, including exploration guidelines and techniques; information on mineral deposits for land-use planning and policy formulation; regional geochemical surveys.

Topics: Committees; conferences; liaison; associations and organizations; field work; research and development; library publications; seismology; Canadian Seismograph Networks; Yellowknife geophysical observatory; seismological systems development and instrumentation, data centre; earthquake studies and seismic

hazards; seismological earth structure studies; seismic monitoring of nuclear explosions; geomagnetism, Canadian Magnetic Observatory Network, geomagnetic systems development and instrumentation, earth structure studies; palaeomagnetism; geodynamics, Geophysical Data Centre, deep earth processes and global change, regional crustal dynamics; aeromagnetics, survey contracts, standards, maps, applications; continental geoscience; geological maps; geochronology; petrology; palaeontology; mineral resources, publishing and editing; exploration geophysics, instrumentation research and development, calibration testing and facilities; radiation and borehole geophysics; airborne radiometric surveys; exploration geochemistry; national geochemical reconnaissance surveys; metals in the natural environment; mathematical applications in geology; mineral resources information systems; mineral deposits geology; mineralogy and analytical chemistry; national collections; rock and mineral information services; regional mineral resources assessments; regional metallagenic studies.

Program Record Number: NRCan ESS 009

Office of the Chief Scientist

Description: The Chief Scientist is the senior science and technology advisor to the Assistant Deputy Minister. Information held by this office relates to the future scientific and technical activities of the Sector, particularly with respect to a longer-term vision. This office is responsible for information about synergies and new partnership opportunities with internal and external stakeholder groups.

Topics: Liaison, domestic and international; research and development programs, research partnerships, science and technology exchange.

Program Record Number: NRCan ESS 006

Polar Continental Shelf Project (PCSP)

Description: Information relating to the management and overall functions of Polar Continental Shelf Project. This Agency liaises with public and private sector, scientific research groups the scientific community and local inhabitants.

Topics: Polar Continental Shelf Project (PCSP); Arctic science; PCSP logistics support, base operations, field activities; radio and navigational systems; aircraft; fuel and vehicles.

Program Record Number: NRCan ESS 010

Policy, Economic Analysis and Planning Division

Description: Information relating to the management and operations of the Policy, Economic Analysis and Planning Division including policy development and analysis, economic analysis; strategic planning, sectoral response to government mandatory reporting requirements, and coordination.

Topics: Strategic overview information regarding government and departmental priorities, strategic policy analysis, strategic planning advice, response to government mandatory reporting requirements, coordination of external advice.

Program Record Number: NRCan ESS 007

Sedimentary and Marine Geoscience Branch

Description: Information relating to the management and operations of the Sedimentary and Marine Geoscience Branch activities, including surface and subsurface mapping of bedrock and surface deposits and at shallow depths for the interpretation of the geology of Canada; near-surface geology; natural terrain hazards; geomorphology and glaciology, with special emphasis on public safety and the environment; information about the distribution, geotechnical properties, and economic use of the unconsolidated materials at the Earth's surface; coastal and offshore geoscientific surveys; hazards and environmental quality of Canada's extensive coastal and offshore regions; geological, geochemical and geophysical information on the coastal zone, seabed, onshore and offshore sedimentary basins and crustal processes; geoscience knowledge about oil, gas and coal resources throughout Canada, both onshore and offshore; palaeontology and palynology; climate change; glaciers, ice caps, glacial history and glacial deposits.

Topics: Committees; conferences; liaison; associations and organizations; field work; surveys; research and development; Metals in the Environment Initiative; Panel on Energy Research and Development; Boundary Disputes; Law of the Sea; research projects; basin analysis; sedimentology research; stratigraphy; structural geology; paleoecology; coal geology; petroleum geology; organic geochemistry; oil and gas resources, gas hydrates and exploration; regional geology, Arctic islands, mainland, western Canada; ocean mining and research; environmental marine geology; terrain sciences, environmental studies; publishing and editing; permafrost research, transportation and hydrocarbon development;

quaternary environments, palaeontology and radiocarbon laboratories; quaternary geology; drifts prospecting; federal/provincial agreements; calibration testing and facilities; climate change; gas hydrates; natural hazards; hydrogeology; groundwater.
Program Record Number: NRCan ESS 008

Energy Policy Sector

Conservation and Non-Petroleum (Closed)
Description: Information relating to the overall management of energy conservation and non-petroleum sources activities to ensure the development of adequate, secure sources of non-petroleum energy to meet Canada's energy requirements and to develop and maintain policies and programs for the efficient use and conservation of energy.
Topics: (CN series) conservation and non-petroleum; energy issues; energy research and development; non-petroleum energy sources; Uranium Canada Limited; 5 year modernization program; Remote Community Demonstration Program; Accelerated Demonstration of Solar Domestic Water Heater Program phase 1 and 2; Purchase and Use of Solar Heating Program; Solar Domestic Hot Water Program phase 3, 4, 5 and 6; Alternative Energy Enerdemo Program; International Symposium on Alcohol Fuels; ridesharing; Federal Vanpool Program.
Program Record Number: NRCan EPS 245

Conservation and Renewable Energy (Closed)
Description: Information relating to the planning and management of activities to promote energy conservation and the development of renewable energy resources that meet Canada's energy requirements and other economic, social, regional and environmental objectives.
Topics: (CE series) Conservation and renewable energy; memorandum of understanding; energy research and development, panel, task one – taxation; transportation energy; regional operation, energy, promotional activities; national conservation and alternative energy initiatives; economics of energy conservation in Canada; program sector strategic planning; program review and evaluation; urban systems analysis; energy activities; residential sector energy conservation; contracts; transportation fuels; outreach programs; home energy; home energy conservation codes and standards; energy conservation, industrial sector, residential sector; indoor air quality; solar energy; home energy technology and industry, building issues and training and seminars; new

housing; R-2000 Home Program; residential technology and industry development contracts; medium and high-rise apartments; industrial energy; task forces, commercial sector energy conservation, agricultural sector; industrial energy data base and analysis; industrial task forces council; industrial energy techniques, equipment and technologies; waste management and resource recovery; energy issues affecting federal energy management; energy conservation – codes and standards; energy pricing and taxation; renewable energy; energy conservation technology; task four of the Panel on Energy Research and Development; Solar Energy Development Program; small and low head hydro technology research and development project; geothermal technology research and development project; active solar technology research, development and demonstration project; passive solar technology research development and demonstration project; photovoltaic technology research and development project; wind technology research and development project; Solar Domestic Hot Water Demonstration Program, phase seven, eight; Bioenergy Development Program; PEI Alternative Energy Development Program; Canada/Nova Scotia Energy Conservation Subsidiary Agreement; Remote Community Demonstration Program; (CR series) Canertech; technology transfer and demonstration; commercial sector energy conservation; energy issues; energy conservation issues; energy research and development; liaison on technology transfer and demonstration; solar energy; residential sector energy conservation; arctic and northern housing; new housing; socio-economics impact of energy conservation; transportation and urban sector energy conservation; Energy Management and Technology Transfer Program; federal energy programs; Atlantic Energy Conservation Investment Program; Biomass Energy Loan Guarantee Program; Canadian Home Insulation Program (CHIP); consumer education programs; Federal Energy Management Program; Internal Energy Conservation Program; surveys, workshops, information and monitoring; Industrial Conversion Assistance Program.
Program Record Number: NRCan EPS 310

Electricity Resources
Description: Information relating to electrical energy; policy development and information relating to Canadian uranium resources, nuclear energy, radioactive waste and electricity trade.
Topics: Committees; associations, institutes and

societies; legislation and regulations; industry information, program and major projects; electricity; energy issues; international electrical energy; electrical utilities; Canadian electrical energy economics and finance; supply and demand; Lower Churchill electricity development; nuclear energy; research and development; fusion; heavy water; nuclear power plants; refurbishment of nuclear power plants; CANDU technology; Advanced CANDU reactors; export of nuclear power reactors; Generation IV International Initiative; nuclear liability, review of the Nuclear Liability Act (NLA); uranium; International uranium and nuclear issues; Uranium Institute; International Uranium and Nuclear Conference; nuclear safeguards and non-proliferation agreements; uranium industry; processing and refining; enrichment and reprocessing; uranium supply and demand; uranium mining, uranium statistics, uranium markets and exports; radioactive waste management; nuclear fuel waste; low-level radioactive waste; historic radioactive waste; legacy wastes; uranium mine tailings; Low-Level Radioactive Waste Management Office (LLRWMO); Nuclear Fuel Waste Bureau; Nuclear Waste Management Organization (NWMO); Nuclear Energy Agency (NEA); International Atomic Energy Agency (IAEA).
Program Record Number: NRCan EPS 300

Energy Policy
Description: Information relating to energy policy, including the review and analysis of policy objectives and instruments, and the analysis, development and coordination of new domestic and international energy policy recommendations.
Topics: Policies – Climate change and other air issues, Energy Trade and trade agreements, Federal Energy; strategic planning; committees, regulatory boards and agencies, briefings; trade and environment relations; federal government priorities; International cooperation: Hemispheric Energy Initiative (HEI), International Energy Agency (IEA), Asia Pacific Economic Cooperation (APEC); energy security; energy and sustainable development; energy and the environment; international energy relations; domestic organization and agencies; international conferences and negotiations; Canadian committees of the World Energy Conference; energy relations – by countries; liaison on Canadian energy commodities, policies, budgets and fiscal policy; international energy commodities comparisons; Economic and financial analysis; consultants and contracts; reports; financial data

in support of the Energy Policy Sector; analysis techniques; energy industry analysis; Greenhouse gas emissions forecasting and analysis; financial, fiscal and supply analysis models; fiscal analysis; energy market analysis; Federal/Provincial/Territorial agreements; energy supply and project analysis; macroeconomic analysis; energy statistics and publications; mega project monitoring; taxation study; (EP series) energy policy analysis; corporate development; energy issues; non-petroleum energy sources; petroleum energy resources; energy conservation; energy policy planning; federal energy planning; effect of federal energy policies on northern development; energy policy relating to climate change issues at the domestic and international levels, energy chapter of AIT; Energy demand and supply modelling, forecasting and analysis; Conference of the Parties; Council of Energy Ministers; G8; Hibernia; Industry Dialogue Process; Opportunities Envelope.
Program Record Number: NRCan EPS 161

Energy Research and Development
Description: The information described in this bank relates to federal energy research and development strategies and programs (including nuclear fission) and international cooperation in energy research and development.
Topics: Office of Energy Research and Development (OERD); planning; evaluation; information coordination; publications; national energy research and development programs; program review committees; workshops and conferences; agreements; Program of Energy Research and Development (PERD); Technology and Innovation Research and Development (T&I R&D) initiative; Action Plan 2000 on Climate Change – proposals and funding; federal-provincial-territorial collaboration; Sustainable Development Technology Canada; International Energy Agency (IEA) – Energy Research and Technology – Committee on Energy Research and Technology (CERT) and its sub-committees; Implementing Agreements for research; bilateral (Canada-United States); trilateral (Canada-United States-Mexico).
Program Record Number: NRCan EPS 255

Energy Research and Development Tasks and Programs
Description: The information described in this bank relates to energy research and development activity; the Program of Energy Research and Development (PERD); the Technology and Innovation Research and Development Initiative

(T&I R&D); and Action Plan 2000 on Climate Change.

Topics: Cleaner Fossil Fuels; offshore and northern oil and gas; oil sands and heavy oil; clean coal; environmental and safety issues (pipeline integrity, groundwater and soil remediation); Cleaner Transportation; improved urban air quality including reduced emissions and greenhouse gas production; transportation fuels from renewable energy sources; improved vehicle and transportation system efficiency; hydrogen and fuel cell-related technologies and infrastructure; advanced lightweight materials for vehicle components; Energy-efficient Buildings and Communities; building research and development; waste recovery and use; integration of energy-efficient and renewable energy technologies; design concepts, planning tools and technologies to reduce energy consumption, emissions and wastes in communities; district heating and cooling; Energy-efficient Industry; process integration; sensors and controls; combustion; separation; bio-based energy and processes; pulp and paper; agriculture; mining; Power Generation; electric power generation from renewable energy sources; cleaner conversion of coal to electricity; small-scale or distributed generation; combined heat and power; carbon dioxide capture and storage.

Program Record Number: NRCan EPS 256

Future Fuels

Description: Program and general information about the promotion of the development and use of alternative transportation fuels in Canada.

Topics: Future Fuels Market Analysis; Natural Gas for Vehicles Incentives Program.

Program Record Number: NRCan ES 323

Petroleum Resources

Description: Information relating to the development and efficient use of oil, natural gas, and natural gas liquids; development and implementation of federal policies associated with the inter-provincial and international trade of natural gas; contingency plans for the control and regulation of emergency production; facilitation of the development of a Canadian CO2 capture and storage market; distribution and use of petroleum resources; administration of oil and gas exploration and production activities on frontier lands; Aboriginal consultations on offshore and northern energy projects; energy infrastructure protection and emergency management.

Topics: Emergency Supplies Allocation Board, Oil and gas; committees; associations, institutes and societies; legislation and regulations;

petroleum energy issues; oil supply electronic data systems; emergency oil inventory; domestic oil export pricing; oil imports; domestic oil in industry, pricing and supply and demand; domestic heavy crude oil supply and demand; domestic oil transportation; crude oil and petroleum products; oil sands development; natural gas liquids; Propane Distribution System Expansion Program; international oil markets; international world energy market; petroleum utilization; petroleum products marketing; Energy emergency planning; Energy Supplies Allocation Board (ESAB); IEA allocation systems test; allocation program; rationing program; National Emergency Agency for Energy (NEAE); North Atlantic Treaty Organization (NATO); energy demand restraint measures, inter-provincial advisory committee on energy, liaison; crude oil and petroleum products allocation planning; ESAB allocation system test; replacement of fuels; rationing program; Aboriginal consultation; CO2 Capture and Storage; natural gas – Canadian exports and imports, major pipeline projects, Construction Cost Task Force (closed program), marketing, pricing, supply and demand; Natural Gas Market Development Incentive Program (closed program), Natural Gas Laterals Program (closed program); Natural Gas Transportation Assistance Program (closed program); PT series – Natural Gas Distribution System Expansion Program (closed program); Gas Marketing Assistance Program (closed program); Frontier Lands Management; Canada/Newfoundland Offshore Petroleum Board (CNOPB); Canada/Nova Scotia Offshore Petroleum Board (CNSOPB); Dominion Coal Blocks; Soldier Settlement Board; offshore oil and gas; international treaties and agreements; maritime boundaries; benefit plans and studies; oil and gas development projects; rights management administration; exploration agreements; licenses; assessment of oil and gas resources; critical infrastructure policy and legislation; National Critical Infrastructure Assurance Program; National Security Policy; Security and Prosperity Partnership; Vulnerability Assessment; Business Continuity Planning; energy issues; supply and demand.

Program Record Number: NRCan EPS 195

Renewable Energy

Description: Program and general information about the promotion of the development and use of renewable energy sources in Canada.

Topics: Renewable Energy Deployment Initiative; Wind Power Production Incentive; Government

Purchases of Electricity from Renewable Resources; Market Incentive Program.
Program Record Number: NRCan EPS 322

Energy Technology and Programs Sector

Energy Efficiency
Description: General and program information about the promotion of the efficient use of energy in Canada.
Topics: Education and Outreach: National Energy Use Database; One-Tonne Challenge. Residential: R-2000* Standard; EnerGuide for New Houses; ENERGY STAR® for New Homes; EnerGuide for Houses; EnerGuide for Houses Retrofit Incentive; Model National Energy Code for Houses – energy efficiency requirements in provincial and territorial building codes. Commercial and Institutional Buildings: Model National Energy Code for Buildings; Energy Innovators Initiative; Energy Retrofit Assistance; Commercial Building Incentive Program. Equipment: Energy Efficiency Regulations; EnerGuide for Equipment; ENERGY STAR® Initiative; Equipment Labelling and Promotion. Industry: EnerGuide for Industry; Canadian Industry Program for Energy Conservation (CIPEC); Industrial Energy Innovators; Industrial Building Incentive Program. Transportation: Vehicle Fuel Efficiency Program; EnerGuide for Vehicles; Personal Vehicles Initiative (Auto$mart); Fleet Vehicle Program (FleetSmart); Ethanol Expansion Program; Biodiesel Program; Natural Gas Vehicle Program; Canadian Transportation Fuel Cell Alliance. Multi-Sectoral/Regional: Aboriginal and Northern Community Action Program. Government Operations: House in Order Initiative; Federal Buildings Initiative; Federal Vehicles Initiative. *R-2000 is an official mark of Natural Resources Canada.
Program Record Number: NRCan ETPS 321

Energy Technology
Description: Information about the CANMET Energy Technology Centre, the development of energy efficiency, renewable energy, alternative transportation and oil sands technologies; energy-efficient technologies for homes, businesses and industry; district heating and cooling systems; renewable energy and alternative transportation fuels, including fuel cells; advanced low-emission combustion technologies; processing and environmental catalysis for fuel production and hydrocarbon conversion; energy-efficient metallurgical fuel products and technologies; separation technologies for the petroleum and environmental industries with an emphasis on oil

sand and heavy oil; technologies for upgrading oil sand bitumen and heavy oil to synthetic crude, process engineering; process integration; advanced drying technologies; refrigeration and heat pumping technologies; hybrid systems; heat transfer and storage systems; photovoltaics and renewable energy for remote communities.
Topics: Energy research and development projects; efficiency and alternative energy technology; renewable energy; fossil fuels; project selection and monitoring; domestic and international technology transfer and marketing.
Program Record Number: NRCan ETPS 205

Historic Waste Program
Description: Information created or received at the corporate level on Canada's historic waste program which is the responsibility of Natural Resources Canada and is implemented by the Low-Level Radioactive Waste Management Office (LLRWMO). This program includes activities in relation to the cleanup of historic waste in the Port Hope area.
Topics: Low-Level Radioactive Waste Management Office (LLRWMO); historic waste; Port Hope Area Initiative; Port Hope; Port Granby; Welcome; Clarington; LLRWMO Business Plan; LLRWMO quarterly reports; bimonthly reports; LLRWMO Annual Report; Inventory of Radioactive Waste; Ft. McMurray; Malvern Remedial project; Northern Transportation Route; Tulita; reports; correspondence; public information; Memoranda to Cabinet.
Program Record Number: NRCan ETPS 210

Siting Task Force for Low-Level Radioactive Waste in Ontario (Closed)
Description: Information relating to the Siting Task Force on low-level radioactive waste management in Ontario. The Task Force was established by the Minister of NRCan to implement a co-operative process between the public and the federal government for the establishment of a long-term low-level radioactive waste management facility for Ontario.
Topics: Siting Task Force policy, process and management guidelines, consultant proposals and contracts, low-level radioactive waste issues, environmental assessment technical studies, health studies, environmental assessment regulations (provincial, federal and international), impact management negotiations, community liaison groups, Siting Task Force sub committee meetings, Siting Task Force communities area maps, Siting Task Force communities issues, Siting Task Force reports to NRCan, briefing

notes, ministerial and cabinet correspondence, stakeholder information and correspondence, public registry holdings, newspaper clippings, administrative and financial records.
Program Record Number: NRCan ETPS 320

Minerals and Metals Sector (MMS)

Canadian Exploration and Development Incentive Program (CEDIP) (Closed)

Description: Information relating to the Canadian Exploration and Development Incentive Program (CEDIP) established to encourage oil and gas exploration and development activities on Canada lands and offshore areas, including the development of policy and regulations and the determination of individuals' and qualified corporations' eligibility for reimbursement of approved expenditures in this area.
Topics: Automated Incentive Management System (AIMS); acts and regulations; status reports; committees; conferences; liaison activities; communications; operations; quality control; financial payments and controls; monitoring; forecasting of expenditures; evaluation; application assessment; annual expense limit control; technical services; audits; interpretation and rulings of act and legislation; training and development; consultations and inquiries.
Program Record Number: NRCan MMS 596

Canadian Exploration Incentive Program (CEIP) (Closed)

Description: Information relating to the Canadian Exploration Incentive Program (CEIP) established to encourage mining, oil and gas exploration and development activities on Canada lands and offshore areas, including the development of policy and regulations and the determination of individuals' and qualified corporations' eligibility for reimbursement of approved expenditures in this area.
Topics: Automated Incentive Management System (AIMS); Automated Exploration Incentive System (AXIS); acts and regulations; status reports; committees; conferences; liaison activities; communications; operations; quality control; financial payments and controls; monitoring; forecasting of expenditures; evaluation; annual expense limit control; technical services; interpretations on rulings for CEIP act and regulations; audits; training and development; policy; consultations and inquiries.
Program Record Number: NRCan MMS 595

Canadian Ownership and Control Determination (Closed)

Description: Information relating to the development and maintenance of policies, systems, procedures and regulations to administer the Canadian Ownership and Control Determination (COCD) Act. This includes receiving, processing and certifying applications for the Canadian Ownership Rate and Control Status Program.
Topics: Canadian Ownership and Control Determination (COCD) corporate information; COCD guidebook; COCD operations; COCD committees; COCD conferences; COCD operations reports; Canadian Ownership Rate and Control Status Programs (COR/CS); COR/CS documentation; COR/CS certificates; COR/CS guidelines; COR/CS operating procedures.
Program Record Number: NRCan MMS 115

Canadian Ownership and Control Determination Policy (Closed)

Description: Information relating to the development and maintenance of policies, precedents and special studies in administering the Canadian Ownership and Control Determination (COCD) Act and Regulations in order to encourage increased Canadian presence in the petroleum industry.
Topics: Canadian Ownership and Control Determination (COCD) policy committees; COCD policy conferences; COCD policy reports; COCD Act; COCD Act interpretation; COCD Act qualified applicants; Canadian ownership rate and control status determination; COCD Act applications, certificates and administration; COCD Act disclosure of information; COCD Act regulation-making authority; COCD Act enforcement; COCD Act judicial review and transmission provisions; Canadian ownership and control determination regulations; COCD Regulations interpretation and applications; specified Canadian ownership rates; Canadian ownership rates other than specified rates and rates of insurance companies and trust; COCD regulations administration; Canadian ownership rates of insurance companies; Canadian ownership rates of trust companies; COCD regulations schedules.
Program Record Number: NRCan MSS 120

Economic, Financial and Social Analysis

Description: Provides information and analysis relating to federal fiscal, financial and economic policies; provides information and analysis to potential investors in Canada and abroad; provides advice to the Department of Finance, Canada

Revenue Agency, Industry Canada, and other federal departments, in implementing policies affecting the minerals and metals sector.
Topics: Mineral economic analysis; economic and financial analysis, mining taxation – international comparisons; presentations at conferences; memoranda to Cabinet; economic and tax briefings/presentations; federal government policies; federal government house standing committees; environmental issues; mineral exploration and mine development studies; federal government committees, task forces and working groups; international investment climate for mining and mineral activities, international associations and organizations; The Mining Association of Canada (MAC); Prospectors and Developers Association of Canada (PDAC); The Coal Association of Canada; corporation mergers, acquisitions and strategic alliances; interdepartmental, provincial, and international relations; Intergovernmental Working Group on the Mineral industry (IGWG) task force on mineral investment climate competitiveness – Mines Ministers' Conference (MMC); foreign ownership/control; Economic and Regional Analysis Division (ERAD), database renewals and negotiations; Investment Canada cases; foreign governance related issues; regional transportation issues; fact sheets, Map 900A – Principal Mineral Areas of Canada; international capital flows; mining products and services; regulatory efficiency; environment/economy interactions; support to posts with respect to Canadian mining investment abroad; trade officers training; mine openings and closings; monitoring mine development; economic dimensions of sustainable mineral development; factor cost studies; mining community issues; studies by stage; competitive position industry studies; non-ferrous smelter study; production capability assessment (perspective); productions, exploration assessments; mine investment, mineral economic commentaries; cost-benefit analysis; mining and transportation infrastructure in Canada's North; financial corporate analysis; financial markets and investment community; Tax and Exploration Division (TED) information relating to tax policy analysis; federal income tax rules and provisions including flow-through shares; federal tax reform; federal budgets; provincial income and mining taxation; provincial tax reform and budget changes; mining industry acts and regulations; special studies and projects on mining taxation issues; Intergovernmental Working Group on the Mineral Industry (IGWG) Working Group on

Taxation Issues; mine reclamation expenditures – taxation and funding issues; Canada Revenue Agency issues; tax models; tax policy analysis of federal mineral tax cases; mineral exploration statistics and analysis; reserves and resources of base metals, precious metals and diamonds in Canada; Aboriginal Affairs and Sustainable Communities Division (AASCD); Aboriginal mining issues and promotion of Aboriginal participation in minerals and metals activities.
Program Record Number: NRCan MMS 003

Explosives
Description: Information relating to the federal Explosives Act and Regulations, controlling the sale and storage of blasting explosives, propellants and pyrotechnics in Canada. The Canadian Explosives Research Laboratory (CANMET-CERL) is Canada's source for information about technology related to the manufacture, storage, and transportation and application of explosives, and is accredited as a testing laboratory under ISO/IEC Guide 17025. CANMET-CERL maintains information on the testing, hazard evaluation, and development and use of explosives, and has expertise in the area of blast threats and their mitigation. The Explosives Regulatory Division is responsible for licenses and permits supported by a compliance inspection program.
Topics: Importation, manufacture, storage, sale and some aspects of transportation by road of blasting explosives, propellants, fireworks and other pyrotechnics. Explosives, Regulations and legislation.
Program Record Number: NRCan MMS 001

Industry Analysis and Business Development Branch
Description: Information on the sustainable development of Canada's minerals and metals industry both in Canada and internationally; mineral and metal commodities (including coal); allied industry, market research, analysis and policy/program development and their global markets; market access for minerals and metals, international and Canadian minerals and metals policies including sustainable mineral development, international and domestic policy initiatives, the Safe Use Principle for minerals and metals, recycling of minerals and metals and international and domestic recyclable metals policy, life-cycle management for metals and minerals trade policy, and the coordination of policies and the facilitation of information exchange with the provinces and territories.

Topics: Metal and mineral policy planning; Mining Association of Canada (MAC); committees, Mines Ministers Conference; Intergovernmental Working Group on Mineral Industry; task forces and working groups; conferences, meetings and seminars; Canadian Institute of Mining, Metallurgy and Petroleum (CIM); Prospectors and Developers Association of Canada (PDAC); provincial mining associations; policy planning liaison; health and safety in metals and minerals, mining investment; mining communities, task forces, sustainable development; environment, strategy, global and ecological concerns; resource management; liaison with Environment Canada, Fisheries and Oceans; Canadian Environmental Protection Act (CEPA), toxicity assessment and management; international mineral relations; international mineral policy; business development; trade and environment; domestic mineral conference; international mineral relations interdepartmental liaison; Canadian International Development Agency (CIDA); international organizations; United Nations; Organization for Economic Cooperation and Development (OECD); United Nations Conference on Environmental and Development (UNCED); United Nations Commission on Sustainable Development (UNCSD); mineral trade analysis; General Agreement on Tariffs and Trade (GATT), World Trade Organization; US/Canada free trade; European Union (EU); EU – Registration, Evaluation and Authorization of Chemicals (REACH); Strategic Approach to International Chemicals Management (SAICM); Rotterdam Convention; Mineral and metal commodities; Energy, Industrial and Domestic Industrial commodities; ferrous commodities; nonferrous commodities; non metallic mineral commodities; recyclable minerals and metals commodities, regional mineral development; environmental acts and regulations; Canada/US boundaries and resources jurisdiction; Team Canada Inc.; Department of Foreign Affairs; Department of International Trade; International Business Development; Canadian Association of Mining Equipment and Services for Export (CAMESE); trade shows; trade and investment missions; Exports Development Canada (EDC); Canadian Commercial Corporation (CCC); 48e Nord International; Sudbury Area Mining Supply and Service Association (SAMSSA); Economic Development Agency of Canada for the Regions of Quebec; recycling of minerals and metals; resource recovery; Basel Convention; G8; Climate Change; Climate Change Action Plan 2000;

greenhouse gas emission reduction; Enhanced Recycling Program; Mines Ministries of the Americas Conference (CAMMA); Asia-Pacific Economic Cooperation (APEC); African Mining Partnership (AMP); Transparency and Corruption; Extractive Industries Transparency Initiative; World Bank; Intergovernmental Forum on Mining, Minerals, Metals and Sustainable Development; artisianal mining; Corporate Social Responsibility (CSR); Canada-China activities; Canada-US activities; Canada-Russia activities.
Program Record Number: NRCan MMS 005

Mineral Resources and Supply Analysis (Closed)

Description: Information relating to the analysis of mineral resource supply to ensure adequate supplies of minerals and metals for Canada.
Topics: Mineral resources and supply analysis; operations; Canadian resources and supply; Non- Renewable Resources Evaluation Program (NREP); Canadian mineral exploration; ocean mining by province; federal ocean mining acts and regulations; regulatory regime for offshore non-fuel minerals; Mineral Rights Registry – Hudson Bay, offshore NFLD, offshore PEI, offshore NS, offshore Québec, offshore BC; Canadian services and technology relating to ocean mining; ocean mining corporation information cases; foreign research in Canadian offshore; international ocean mining; international ocean mining consortia information; US and USSR ocean mining; ocean mining international science programs; ocean mining boundaries and resource jurisdiction; Canada/US boundaries and resource jurisdiction; National Marine Parks; ocean mining environmental and fisheries issues; ocean mining resource assessment; Law of the Sea (LOS); United Nations Conference on Law of the Sea; United Nations Convention on Law of the Sea.
Program Record Number: NRCan MMS 590

Mineral Technology Branch (MTB)

Description: The Mineral Technology Branch comprises two laboratories (CANMET Mining and Mineral Sciences Laboratories and CANMET Materials Technology Laboratory) that conduct research and development through the entire minerals and metals cycle, from mining and mineral processing, downstream processing and fabrication and recycling. CANMET Mining and Mineral Sciences Laboratories (CANMET-MMSL) conducts research and development for mining, processing, and related environmental issues: mining effluents; tailings and waste rock; metals in the environment; mineralogy; ground control;

and underground mine environment, technological solutions to reduce the environmental liabilities, and health and safety standards. CANMET-MMSL provides research and scientific advice to provincial-territorial and federal government departments involved in promoting or regulating these industries. The CANMET Materials Technology Laboratory (CANMET-MTL) is the departmental source for information on applied research on all aspects of producing and using value-added products from minerals and metals, specifically metal casting, forming, processing and joining, corrosion assessment and prevention, ceramic and concrete technology, physical and mechanical testing, micro-characterization of materials, prototype fabrication, and advanced materials development; governmental input to standards and codes development; information about automotive materials, oil and gas pipelines and concrete bridges; and specialized materials for energy-efficient products to reduce greenhouse gases.

Topics: Minister's National Advisory Council on CANMET (MNACC) (closed); federal research and development programs; evaluation of technology transfer and marketing; business development. National Advisory Board on Minerals and Metals S&T (NABMM); MMSL – Mine and Mill Effluents; Mine Rehabilitation; Metals and the Environment; research in areas of acid mine drainage (AMD), prediction, prevention and control, treatment and monitoring; Aquatic Effects Technology Evaluation (AETE) Program (closed); Metallurgical Processing; certified and custom reference material for the mineral industry; uranium umpire analyses; Mine Mechanization and Automation; Coal Mining Health and Safety (closed); Ground Stability and Control; Underground Mine Environment; mining regulations and legislation; business development; mine environment neutral drainage (MEND) and MEND 2000; mine de-commissioning; Canadian Certified Reference Materials Project (CCRMP); Proficiency Testing Program for Mineral Analysis Laboratories (PTP-MAL); mine fill support systems; Diesel Emissions Evaluation Program (DEEP). MTL – materials selection; materials fabrication; in-service materials performance; materials characterization; materials prototype product production; experimental casting; pilot-scale rolling; formability testing; corrosion testing; mechanical testing; investigation of a wide variety of materials; simulated manufacturing processes; reduction of environmental impact of foundry operations; molten metal filtration;

aluminium casting procedures; improved reheat furnace practices; elimination of quench and temper operations to reduce energy requirements; improved scrap analysis; high performance steels; computer modelling; lightweight materials for reduced vehicle weight (Canadian Lightweight Materials Research Initiative), characterization of metal-based powders for rechargeable batteries; forming techniques for aluminium, magnesium, and high-strength steels; pipeline stress corrosion cracking and fracture; pipeline critical crack size prediction; pipeline corrosion inhibitors; non-destructive crack detection by electro-acoustic magnetic transducers; engineering critical assessment (ECA) and improved weld repair; new alloys for marine machinery; prediction of fracture resistance of steel and weldments for critical applications; development of codes and standards for reliable characterization and use of modern steels; materials selection for new and converted combustors; use of supplementary cementing materials; durability of concrete; concretes for extreme Canadian environments; high-performance concretes; advanced concretes; non-destructive testing (NDT) certification; efficient metals production; advanced materials technologies; infrastructure reliability.

Program Record Number: NRCan MMS 004

Petroleum Incentives Administration (Closed)
Description: Information relating to administering both the Canadian Ownership and Control Determination (COCD) Act and the Petroleum Incentives Program (PIP) Act.
Topics: Committees; conferences; energy issues; oil and gas issues; Petroleum Incentives Administration reports; interdepartmental, international and provincial liaison.
Program Record Number: NRCan MMS 110

Petroleum Incentives Program (Closed)
Description: Information on the development and maintenance of policies, systems, procedures and regulations related to the provision of the eligible costs and Crown share incentives to applicants. This includes information on receiving, analyzing and processing company applications for incentive contribution and issuing payments.
Topics: Petroleum Incentives Program (PIP); petroleum incentives committees; petroleum incentives information management system; petroleum incentives research, analysis and forecasting; petroleum incentives operations; petroleum incentives applicant documentation; petroleum incentives processing procedures; petroleum incentives case assessment; petroleum

incentives financial payments and controls; petroleum incentives data control and operations; petroleum incentives case control; well and geochemical; geological and geophysical data analysis; quality control and standards; petroleum incentives reviews and audits; reviews and audits standards and practices.
Program Record Number: NRCan MMS 125

Petroleum Incentives Program Policy (Closed)
Description: Information relating to development and interpretation of the Petroleum Incentives Program legislation and regulations to increase the Canadian presence in the petroleum industry and to increase exploration and development in Canada. Information includes assessment of case precedents and the development of policy, consistency of application of the PIP Act and Regulations, and the conduct of research, analysis and forecasting of demand in the oil and gas industry.
Topics: Petroleum Incentives Program (PIP) Act; PIP Act interpretation; PIP administration; PIP disclosure of information; PIP enforcement and general sections; PIP regulations; interpretation of the PIP regulations.
Program Record Number: NRCan MMS 130

Programs Branch
Description: Information on environmental and regulatory issues of Canada's minerals and metals industry, including on land access, biodiversity and habitat stewardship domestically and internationally; Statistics on the Canadian mining industry; diamonds and its global market; federally owned mineral rights offshore; the Cape Breton Development Corporation; and the Kimberley Process Certification Scheme for natural rough diamonds.
Topics: Mining Association of Canada (MAC); committees, task forces and working groups on environment and regulations with respect to mining; Kimberley Process; provincial mining associations; Export and Import of Rough Diamonds Act; Cape Breton Development Corporation (Devco) and Donkin mine; National Diamond Strategy, health, habitat stewardship and land access related to mining, minerals and metals; environmental and ecological concerns; Canadian Environmental Protection Act (CEPA); national parks; Canadian Environmental Assessment Act (CEAA); land use and ecosystems projects and studies; international initiatives on land access and biodiversity issues related to mining; production of statistics and analysis on exploration, mineral production, use, employment, investment,

economic indices on the minerals and metals industry; Web On-Line databases; mineral statistics information exchange with associations; federal/ provincial territorial committee on mineral statistics; mineral trade statistics and analysis; regional mineral development; federal regional program (CLOSED); Canada/Quebec subsidiary agreement on the economic development of the regions of Quebec (CLOSED); NWT economic development framework agreement (round 2) (CLOSED); Yukon economic planning agreement (round 2) (CLOSED); Northern Development Strategy; Northern land use planning; regional mineral land use; regional mineral and provincial ecological issues; environmental acts and regulations; Mineral Development Agreements (MDA) round 2 (CLOSED); Environmental Assessment of mining projects; regulatory regime for offshore non-fuel minerals; Canada/US boundaries jurisdiction affecting mining; national marine parks; law of the sea (LOS); liaison with Department of Foreign Affairs, Environment Canada, Fisheries and Oceans, Health Canada and Industry Canada.
Program Record Number: NRCan MMS 002

Shared Services Office

Financial and Procurement Services
Description: Financial and procurement services Information relating to the provision of financial and procurement transactional services, including assets management, throughout the Department.
Topics: Accounts payables, accounts receivables, accountable advances, travelers cheques, relocation activities, cashiers office, passport and visa services, account verification and cheque issue services, acquisition and travel card activities, procurement activities related to goods and services; manuals and price lists; disposal and loan of equipment; sources of supply; accounting of inventories.
Program Record Number: NRCan SSO 023

Human Resource Services and Systems
Description: Description: Information relating to the provision of human resource services and systems to client sectors to support them in the management of departmental human resources. Includes information and advice about essential functions such as "service delivery" and includes responses to special requests. For example, information about all basic HR activities that translate governmental and departmental priorities into services.
Topics: Labour relations; compensation and benefits; human resources information

management; classification and organization design; staffing; official languages and employment equity; workforce adjustment; human resource operations.
Program Record Number: NRCan SSO 033

Information Technology Services
Description: Information relating to Enterprise Network Management; Enterprise Server Management; Enterprise Storage, Backup and Restore; Enterprise Client Computer Management; Enterprise User Support including help desk and desktop; Application Management Services; corporate application support; Web Services; Records Management; Forms Management.
Topics: Information technology; information management; records management; forms management; information technology infrastructure operations; end user support; information systems design, development, implementation and maintenance; storage facilities; electronic information management systems; technology committees; central computing; computing facilities services; computer hardware, software and operations; laser printing; corporate systems; consulting services.
Program Record Number: NRCan SSO 043

Portfolio Services Division
Description: Information relating to Mail and Messenger Services, Fleet Management, Parking Operations and Facilities Management.
Topics: Accommodation, telecommunications, large boardrooms, mail and messenger, shipping and receiving, fleet management, vehicle pool, parking and the internal administration services to the Shared Services Office.
Program Record Number: NRCan SSO 003

Strategic Policy Branch (SPB)

Administration
Description: Information created or received at the corporate level relating to the functions of the Corporate Management Sector (CMS) specifically in the areas of financial management, information management, human resources management, environmental affairs, health and safety, contracting and procurement, information technology, real property, security, and departmental services.
Topics: Administration; campaigns and canvassing; ceremonies & celebrations; circulars and directives; administrative reports; NRCan program review; information management; Administration of Access to Information and

Privacy (ATIP) Acts; information technology; library services; human resources management; official languages; employment equity; human resources planning and management; executive resourcing, La Relève; classification and organization; exchanges and loans; training and development; Canadian Centre for Management Development (CCMD); awards and honours; delegation of authority for personnel actions; staffing; temporary help services; employment; student employment programs; workforce adjustment; staff relations; appeals; grievances; unions; hours of work and overtime; leave and holidays; retirements and separations; pay and benefits; pension plans; income tax; insurance; administrative services; facilities planning, parking administration; telecommunications; material management; mail and messenger services; photocopying and printing services; vehicles; departmental security; occupational health and safety; financial management; accounts and accounting; advances; claims; cost recovery; estimates and budgets; expenditures; financial authorities; hospitality expenses; public accounts; financial reporting and information systems; travel allowances and expenses; class grants and contributions; membership fees; corporate policy; management accountability and control; program activity structure; program planning; activity approval documents and reviews.
Program Record Number: NRCan SPB 010

Administration of Frontier Oil and Gas Lands (Closed)
Description: Information created or received at the corporate level on the administration of oil and gas exploration and production rights on frontier lands, which include the Yukon and Northwest Territories, Hudson Bay and Canada's offshore areas. Also includes the regulation and monitoring of the operational, occupational and environmental safety of oil and gas exploration, development and production on frontier lands.
Note: The administration of Frontier Oil and Gas Lands Activity was officially disbanded September 1st, 1991. The activities were transferred to NRCan Mineral Policy Sector, the Energy Policy and Energy Technology and Programs Sectors or to other government institutions.
Topics: Administration of frontier oil and gas lands; frontier oil and gas policy development and implementation; Canada benefits; coordination of resource management agreements; occupational and operational frontier oil and gas safety; environmental protection on frontier lands;

environmental studies on frontier lands; resource development and conservation on frontier lands; rights and revenues administration on frontier lands; technological oil and gas research and development; international liaison on frontier land issues; project development funds; oil and gas management boards.
Program Record Number: NRCan SPB 005

Canadian Forest Service
Description: Information created or received at the corporate level relating to the function of the Canadian Forest Service including promotion of the sustainable development of Canada's forests and the competitiveness of the Canadian forest sector for the well-being of present and future generations of Canadians.
Topics: Canadian Forest Service (CFS); communications; committees; conferences; memoranda to Cabinet; liaison; public enquiries; associations and organizations; industry, trade and technology; USA liaison; science and sustainable development; federal/provincial forestry development agreements; private forests; model forests; Aboriginal forestry; forest environment; climate change; forest health; entomology; biotechnology, Tree Plan Canada; policy and economics; legislation and policy; state of Canada's forests annual report to Parliament; national forestry database program; operations.
Program Record Number: NRCan SPB 011

Corporate Executive
Description: Information created or received at the corporate level on the assistance to the Deputy Minister and the Executive Committee in the management of the day-to-day operations of the Department.
Topics: Corporate executive; legal documents; committees; Natural Resources Canada management committee; liaison; barriers to inter-provincial trade; associations and organizations; Canada/USA free trade agreement (FTA); legal services – acts & legislation, litigations and legal actions, Canadian sovereignty; EMR mission – project office, council, action plan task force, service to the public, management/leadership, communications, human resources practices, internal services, linking science and policy (Closed); action entre-nous; environmental affairs – public enquiries, conferences, committees, international environmental issues, associations and organizations, memoranda to Cabinet, acts and legislation, water issues, land issues; excellence; corporate policy and portfolio coordination; annual regulatory plan; senior

managers conference; memoranda to Cabinet; Aboriginal issues; executive correspondence procedures; orders-in-council; Treasury Board Submissions; Ministers briefing book; Parliamentary affairs; Parliamentary committees; Parliamentary enquiries; science and technology activities; science and policy linkages colloquim (SPLINK); science and technology policy review; interdepartmental committee on global change (ICGC); rural issues; innovation; Audit and Evaluation; Auditor General; internal audit; program evaluation; communications; public enquires; advertising campaigns; publishing; requests for publications; exhibitions and displays.
Program Record Number: NRCan SPB 012

Earth Sciences Sector
Description: Information created or received at the corporate level for the Earth Sciences Sector including the acquisition, interpretation, maintenance and distribution of maps, information, technology, standards and expertise concerning the Canadian landmass and offshore in the fields of geoscience, geodesy, mapping, surveying, and remote sensing.
Topics: Earth Sciences; public enquiries; memoranda to Cabinet; energy, mines and resources research agreement program; communications; associations and organizations; committees; conferences; liaison; environmental issues; geological surveys; Cordilleran and Pacific geoscience; Atlantic geoscience; sedimentary and petroleum geology; lithosphere and Canadian Shield; mineral resources; geophysics; geodynamics; geomagnetism; gravity; seismology; terrain sciences; polar continental shelf; logistics; Geomatics Canada (GC); Canada Centre for Surveying (CCS); Canada Centre for Mapping (CCM); Geological Survey program coordination and planning; Canada Centre for Remote Sensing (CCRS); Geographical Information Systems (GIS); Canadian Space Agency (CSA); European Space Agency; satellite data; airborne program; RADARSAT.
Program Record Number: NRCan SPB 008

Energy Policy Sector
Description: Information created or received at the corporate level relating to the functions/responsibilities of the Energy Policy Sector: enhancement the economic and environmental well-being of Canada by fostering the sustainable development and use of the nation's energy resources to meet the present and future needs of Canadians.

Topics: Energy; Aboriginal rights and land claims; policy; associations and organizations; conferences; liaison; USA energy issues; Canadianization; Investment Canada; Crown corporations; frontier and western accords; energy and the environment; public enquiries; voluntary challenge and registry program (VCR); framework convention on climate change; economic and financial analysis; Public Utilities Income Tax Transfer Act (PUITTA); energy project analysis; offshore frontier project analysis: Hibernia project analysis; Sable Island project analysis; upgrader project analysis; Petroleum Monitoring Agency; oil, gas, public enquiries; oil & gas industry liaison; oil pricing, taxes & charges, transportation, pipelines; crude oil and petroleum products; international oil markets; natural gas; provincial natural gas activities; natural gas exports, pricing, pipelines; natural gas market development incentives payment; international natural gas; energy emergency planning; Energy Supplies Allocation Board; energy demand restraint measures; electricity; public enquiries; Canadian Electrical Association; international electrical energy; USA electrical energy; electrical technology; regional and inter-provincial electrical energy; electrical energy – provinces; uranium and nuclear energy; Canadian Nuclear Association; Canadian Nuclear Society; international uranium and nuclear activities; International Atomic Energy Agency (IAEA); nuclear power; heavy water; uranium, exploration, production, enrichment and processing; radioactive waste management; high level irradiated fuel waste management; low level radioactive waste management; efficiency and alternative energy; Initiatives; Federal Buildings Initiative (FBI); industrial/commercial energy efficiency; Energy Innovators Initiative; residential sector energy conservation; R-2000; alternative energy; transportation energy; alternative transportation fuels; ethanol; driver outreach programs; vehicles.
Program Record Number: NRCan SPB 004

Minerals and Metals
Description: Information created or received at the corporate level relating to the functions/responsibilities of the Minerals and Metals Sector (MMS) of Natural Resources Canada: provision of scientific and technological knowledge and policy advice or Canada's mineral and metal resources and on explosives regulation and technology.
Topics: Minerals and metals, public enquiries, associations, Mining Association of Canada (MAC), conferences, Mines Ministers' Conferences,

committees, environmental issues, liaison, policy and programs development, mineral transportation systems, explosives, minerals and metal strategy, international minerals relations, mineral profile of the United States, regional mineral development, Mineral Development Agreements (MDA), non-ferrous commodities, ferrous commodities, industrial commodities, asbestos, international liaison on asbestos, coal, Cape Breton Development Corporation (CBDC), foreign countries coal profiles, resource strategy and information, corporation information, human affairs, economic and financial analysis, tax policy analysis, flow-through shares, petroleum ownership, control and incentives, Canadian Ownership and Control Determination (COCD) Program, Petroleum Incentives Program (PIP), applications for payments under Petroleum Incentives Program (PIP), Canadian Exploration and Development Incentive Program (CEDIP), Canadian Exploration Incentive Program (CEIP).
Program Record Number: NRCan SPB 013

Strategic Policy Branch (SPB)
Description: Information relating to the functions/responsibilities of the Strategic Policy Branch such as the provision of executive services in the areas of Cabinet and Parliamentary relations and management of executive correspondence; policy support to the Departmental Management Committee (DMC) and the Policy Management Committee (PMC); management of OIC and Ministerial appointments process; the corporate policy agenda and strategic direction; management of special departmental projects; information and analysis about emerging provincial, territorial, national and international issues and assessment of impact on the department and the resource sectors; information about cross-sect oral issues to ensure departmental consistency; the department's strategic plan; advice given to the Deputy Minister and the DMC on a variety of multi-faceted issues related to the department's activities such as environmental policy; Smart Regulation, the departmental sustainable development plan; environmental policy and regulations; national and international sustainable development issues; public safety and security; innovation in government and skills and learning; rural communities and Aboriginal issues; regional and intergovernmental affairs issues; regional councils; Northern issues; and international affairs, including Canada-U.S. relations.
Topics: Strategic policy and planning; NRCan forward agenda (including priority-setting, medium

term planning, transition planning, SFT analysis and planning, budget analysis and planning); Aboriginal issues (including land claims, self-government agreements, litigation, Métis and non-status issues, economic development, capacity-building); horizontal issues (including cities and communities, rural issues, regional development, adjustment transport issues, 2010 Vancouver/Whistler Games, skills issues, connectivity); Regional Council Network liaison; provincial and territorial issues; regional development; Northern issues (including Northern Strategy, Northern Economic Development Fund, territorial devolution); ACOA liaison, Atlantic Energy Roundtable; WD liaison; economic analysis, policy capacity initiative; statistics and data; trade analysis, innovation agenda; R&D commercialization; resource communities; industry dynamics; North American integration; NRCan Policy Analyst Recruitment Program; circulars and directives; associations and organizations; committees; conferences; senior managers conference; special projects; liaison; training and development; sectoral liaison, committees, conferences, presentations and administration; policy development and planning; annual management report (AMR); annual regulatory plan; regulatory review; main estimates part III, increased ministerial accountability and authority (IMAA); managers conference; management dialogue; minister's briefing book; planning process; policy issues; Aboriginal policy issues; Aboriginal treaty negotiations; Aboriginal committees; corporate secretariat; transition books; appointments; Governor in Council appointments; appointment to ministerial advisory boards and councils; NRCan management committee (DMC); Policy Management Committee (PMC); senior managers conference; corporate meetings; retreats; liaison; regional initiatives; acts and legislation; executive documents; Cabinet affairs; Cabinet documents; Cabinet committees; background material for briefings; memoranda to Cabinet; non-departmental memoranda to Cabinet; Parliamentary affairs B cases, committees, enquiries, sessions; Sustainable Development and Environment (SDIA) liaison, human resource issues; sustainable development strategy; environmental assessment; environmental protection; environmental management of NRCan obligations; environmental non-government organizations (NGO); freshwater policy issues; greening government operations; contaminated sites; Federal Contaminated Sites Action Plan

(FCSAP); international environmental issues; resources; trade investment and missions office B associations and organizations, committees, conferences, liaison, international liaison, Organization for Economic Cooperation and Development (OECD), World Trade Organization (WTO), United Nations, trade and investment mission to Latin America, trade and investment mission to China, South Korea and Japan; B associations and organizations, committees, conferences, briefings, liaison, regional initiatives, rural issues, communities, innovation, environment, sustainable development, Aboriginal issues, interdepartmental Aboriginal issues, Aboriginal committees and organizations, Aboriginal human resources issues, Aboriginal forestry, regional Aboriginal issues; northern affairs associations and organizations, committees, conferences, liaison, regional initiatives, communities, environment, Aboriginal issues; planning and reporting; communities; innovation and skills; intergovernmental affairs; international trade, investment and missions; northern affairs; public safety and security; regional initiatives; rural initiatives; science and technology policy; sustainable development.
Program Record Number: NRCan SPB 001

Particular Personal Information Banks

Canadian Forest Service (CFS)

In-house Consultation List and Related Profiles
Description: This bank contains the names, addresses, objectives, activities and concerns of persons and firms who have agreed to be on the Forest Sector consultation list.
Class of Individuals: Forestry sector stakeholders.
Purpose: To provide a list of persons, companies and agencies willing to be consulted by the Minister of Natural Resources or one of his representatives when critical forest sector issues come under review.
Consistent Uses: The information other than names, addresses and telephone numbers is to be used to determine who should be contacted for specific consultations.
Retention and Disposal Standards: Information is retained for five years after the consultation is completed, then destroyed.
RDA Number: 99/025
Related PR#: NRCan CFS CPA 135

TBS Registration: 002775
Bank Number: NRCan PPU 036

Public Awareness of Forest Sector
Description: This bank contains information on the general public's knowledge and awareness of economic, social and cultural aspects of the forest sector.
Class of Individuals: General public.
Purpose: To verify effectiveness of the National Forest Awareness Campaign by determining the increase in awareness.
Consistent Uses: To establish increased awareness during the campaign and to improve the message if needed. In addition, the bank is also used to establish the base of the tracking survey, and to see the final results of the campaign.
Retention and Disposal Standards: Five years after the entire collection is completed, then destroyed.
RDA Number: 99/025
Related PR#: NRCan CFS CPA 135
TBS Registration: 002774
Bank Number: NRCan PPU 040

Corporate Management Sector

Access Requests Data Bank
Description: Information relating to formal access requests such as notices and copies of documents pertaining to the processing of requests for access made pursuant to the Access to Information Act and the Privacy Act, including complaints and investigations involving individuals, third parties, Access to Information and Privacy Commissioners, and the Federal Court.
Class of Individuals: Individuals present in Canada during the processing of the request.
Purpose: Information is used for processing access requests and to report on the number of access requests received annually.
Consistent Uses: Transmittal of information to investigative bodies when required under the Access to Information Act and the Privacy Act.
Retention and Disposal Standards: Access request forms and response files are retained for two years after case is resolved, then destroyed.
RDA Number: 99/025
Related PR#: NRCan CMS 710
TBS Registration: 000403
Bank Number: NRCan PPU 030

Canadian Human Rights Complaints
Description: This bank contains information on complaints filed with the Canadian Human Rights Commission; includes nature of complaint, testimony of witnesses, legal opinions, investigation reports and correspondence.
Class of Individuals: The information relates to current and former departmental employees and members of the general public who have submitted discrimination complaints against the department.
Purpose: The purpose of this bank is to collect and maintain records on complaints, filed with the Canadian Human Rights Commission, to alleged discrimination against an employee on any of the grounds set out in the Canadian Human Rights Act.
Consistent Uses: The records are used to assist in the investigation of whether or not discrimination has occurred and to recommend and support management decisions in resolution of complaints.
Retention and Disposal Standards: Records are retained for a period of two years after the last administrative use, then destroyed.
RDA Number: 99/025
Related PR#: NRCan CMS 765
TBS Registration: 003307
Bank Number: NRCan PPU 075

Information Disclosed to Investigative Bodies
Description: In accordance with subsection 8(4) of the Privacy Act, this bank, located at National Headquarters, has been established to retain copies of requests from, and replies to such requests with related details, to authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or a province, or carrying out lawful investigations.
Class of Individuals: Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies.
Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures, and the number thereof, that are made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or for carrying out a lawful investigation.
Consistent Uses: This bank will be used to compile statistics relating to requests from federal investigative bodies. This bank will also be used for auditing the procedures concerning the exchange of personal information with investigative bodies as defined in paragraph 8(2)(e) of the Privacy Act.
Retention and Disposal Standards: Information held in this bank is retained for two years after the last administrative use and then destroyed.

RDA Number: currently under negotiation
Related PR#: NRCan CMS 002
TBS Registration: 004062
Bank Number: NRCan PPU 85

Security Investigations Records

Description: This bank contains reports of complaints and irregularities in relation to criminal or security matters. This bank may also contain personal information obtained on individuals during the course of an investigation conducted by the Departmental Security Office. This bank consists of investigation and occurrence reports, written statements, documentary exhibits and other related correspondence. Information in this bank may be maintained on paper documents and automated/electronic/magnetic form.
Class of Individuals: Employees of the Department, contractors dealing with the Department and the general public.
Purpose: The purpose of this bank is to investigate and determine the veracity of alleged criminal or statutory offences against the Department or by an employee. The purpose of this bank is also to record information on security violations and infractions. It may also be used as evidence in court, to monitor trends, to determine corrective measures, to evaluate effectiveness of safeguards and to share information with human resources and/or other government departments.
Consistent Uses: The information is used by departmental authorities to support decisions regarding disciplinary measures. In the case of a criminal investigation, records are made available to the RCMP or other recognized police force or investigative body. This information is also used for planning, evaluation and statistical purposes.
Retention and Disposal Standards: These records are retained for five years after the last administrative action. Library and Archives Canada is consulted for selective retention.
RDA Number: currently under negotiation
Related PR#: NRCan CMS 003
TBS Registration: 004135
Bank Number: NRCan PPU 087

Service Contracts

Description: Information relating to the provision of services by individuals and firms in the private sector to assist in departmental activities and programs.
Class of Individuals: Contractors.
Purpose: To provide information relative to contracts awarded by the department. Contracts awarded by the Department of Public Works and Government Services Canada on behalf of NRCan are not included.
Consistent Uses: To compile statistical information with respect to numbers of contracts awarded by the Department.
Retention and Disposal Standards: Files are destroyed six years after completion and non-renewal of contract.
RDA Number: 99/003
Related PR#: NRCan CMS 790
TBS Registration: 000404
Bank Number: NRCan PPU 035

Vendor Payments

Description: This bank within the departmental financial system contains information relating to all payments issued by the department. The information for both suppliers and departmental employees is gathered under a unique vendor number. In the case of departmental employees, the vendor number is their Personal Record Identifier number (PRI). The bank contains names, addresses, amounts paid, invoice number, date entered and the financial coding block which classifies payments in accordance with the Government of Canada's chart of accounts.
Class of Individuals: Any supplier or departmental employee receiving payment/reimbursement through the departmental financial system.
Purpose: The purpose of the information bank is to process and record all payments made by the department.
Consistent Uses: The information is used to account for, and report on, departmental expenditures. This includes preparation of the Public Accounts, responding to audit, Parliamentary, ATIP and internal inquiries and preparation of expenditure reports. Payment information is also downloaded to other internal management reporting systems. Data is disclosed to outside sources only through the Access to Information Act.
Retention and Disposal Standards: Records are retained for a period of 6 years, then destroyed.
RDA Number: 99/004
Related PR#: NRCan CMS 720
TBS Registration: 003340
Bank Number: NRCan PPU 080

Electronic Deposit Banking Information

Description: This bank describes information contained in the departmental financial system, specifically the bank account information for departmental employees that have chosen to be reimbursed for expenses through direct deposit. Information is catalogued by individual Personal

Record Identifier (PRI) number and includes employee first and last name, bank, branch and account number.

Class of Individuals: Employees, including student employees, of NRCan who have requested payment/reimbursement for expenses by electronic deposit to their bank account.

Purpose: This financial information is used to process payment requests to reimburse expenses for departmental employees by electronic deposit into a specified bank account. The payment request, along with account information, is transferred electronically to the Standard Payment System controlled by PWGSC.

Consistent Uses: There are no consistent uses for this information.

Retention and Disposal Standards: Records will be retained for six years after the last action, then destroyed.

RDA Number: 98/005
Related PR#: NRCan CMS 765
TBS Registration: 005579
Bank Number: NRCan PPU 105

Software Usage Monitoring Database

Description: This database contains information detailing software and computer use on individual computer workstations owned by the department. The database includes detailed information about computer use, including the software installed on a specific computer, time spent by an individual interacting with a specific software and/or workstation and may link an employee's name and/or workstation through an electronic network monitoring log that lists to whom each computer is registered. It may also include information about the frequency that a specific software on a workstation is used.

Class of Individuals: All employees, students, contractors, or agency staff of Natural Resources Canada.

Purpose: This information has been compiled to review and monitor computer hardware and software usage and to ensure compliance with software license agreements.

Consistent Uses: This information may be used to keep an inventory of computer hardware and software. This information may be used to substantiate any disciplinary action taken where there is violation of licensing agreements or use of unauthorized software on computers owned by the department.

Retention and Disposal Standards: Records will be retained for two years then destroyed.

RDA Number: 99/003

Related PR#: NRCan SSO 002
TBS Registration: 005577
Bank Number: NRCan PPU 095

Earth Sciences Sector

Board of Examiners for Canada Lands Surveyors

Description: Information relating to the issuing of commissions as Dominion Land Surveyors, Dominion Topographical Surveyors, Canada Land Surveyor and levellers including applicants' names, addresses, date of birth, country of birth, academic qualifications and work experience.

Class of Individuals: Individuals who applied to qualify as a Dominion Lands Surveyor, Dominion Topographical Surveyor or Canada Land Surveyor before 1999.

Purpose: Information was used by the Board of Examiners to qualify candidates as Dominion or Canada Lands Surveyors.

Consistent Uses: Verification of qualification as Dominion or Canada Lands Surveyor, biographical, genealogy and survey-related historical research.

Retention and Disposal Standards: Information retained permanently.

RDA Number: 85/010
Related PR#: NRCan ESS 405
TBS Registration: 000399
Bank Number: NRCan PPU 010

Earth Sciences Sector (ESS) Volunteers Program

Description: This bank contains information and applications from Canadian and foreign individuals, public or private groups, high school, college and university students, school teachers, scientists, senior citizens and retirees and part-time workers with time to spare. Applicants provide their name, address, telephone number, person to contact in case of emergency, work location preference, language, skills, abilities, educational background, experience desired, availability and objectives for working as a volunteer. ESS provides the date of commencement and termination of assignment.

Class of Individuals: Individuals 18 years of age or older who wish to volunteer their time and services to ESS.

Purpose: As of April 1, 1993, the Volunteers Program will enable the sector to formally accept and utilize voluntary help and services. Through many challenging opportunities, volunteers can gain new experiences in Earth sciences while volunteering at headquarters located in Ottawa or at the regional offices located in Dartmouth, Nova Scotia; Sainte-Foy and Sherbrooke, Quebec;

Calgary and Edmonton, Alberta; Vancouver and Sidney, British Columbia; and Yellowknife, NWT.

Consistent Uses: A Volunteers Program Database has been developed to record information on potential volunteers and will be provided to division representatives and project managers to identify applicants suitable for particular projects.

Retention and Disposal Standards: Records of assignments are retained for two years after the termination of the agreement, and then destroyed.

RDA Number: 85/010

Related PR#: NRCan ESS 350

TBS Registration: 002879

Bank Number: NRCan PPU 070

Energy Technology and Programs Sectors

Requests for Publications

Description: Information about requests for publications or printed material that has been developed to communicate information about the department's programs, initiatives, responsibilities, etc. The personal information may include: name, mailing address, phone number and email address as well as the applicant's areas of interest. There are multiple databases within the department used to collect and retain this information.

Class of Individuals: Individuals and/or representatives of organizations that request information from NRCan's program officials in person, over the Internet or by telephone.

Purpose: The information is used to send out program information (either publications or other sorts of printed information) and may be sent by regular or electronic mail.

Consistent Uses: This personal information may be used to build proactive mailing lists to distribute information about other departmental programs, with the applicants' permission. Compiled statistical information may be used to evaluate program success or to assess the feasibility of other potential programs.

Retention and Disposal Standards: Personal information contained within these databases will have varying retention schedules, based on specific program retention and disposal authorities. At minimum, information will be retained for two years. In some cases, this information has been deemed to have archival value and will be transferred to Library and Archives Canada for retention. Please contact the ATIP Coordinator for information about retention and disposal standards for specific record collections.

RDA Number: RDAs will vary, depending upon the program records. Please contact the ATIP Coordinator for information about RDAs for specific records collections.

Related PR#: Related to multiple programs within the department. Please contact the ATIP Coordinator for more detailed information.

TBS Registration: 005581

Bank Number: NRCan PPU 110

Canadian Home Insulation Program (CHIP) Grants (CLOSED) Expired RDA

Description: Cases relating to individual applications, invoices, inspection reports and pertinent correspondence pertaining to grants provided to householders for insulation materials and labour costs.

Class of Individuals: Grant recipients

Purpose: This bank was intended to document the administration of the taxable CHIP grants provided to homeowners for the insulation of their homes, and to issue T-4 slips. The bank is now maintained so that homeowners may obtain information on whether a particular house was insulated under the CHIP program. This information is used for real estate transactions, so that a home vendor or buyer can determine if a house was insulated under CHIP and what materials were used. In some provinces a vendor must certify that the house does not contain UFFI. This information is not shared at present with any other department, and is accessible only through the ATIP.

Consistent Uses: Information is shared with Canada Mortgage and Housing Corporation, which answers specific enquiries regarding program applications through regional offices located across Canada.

Retention and Disposal Standards: After program termination in March 1986, individual grant information existing in all media will be copied onto approximately 70-100 tapes which will then be retained another six years in a federal records centre. The retention of CHIP was extended until March 31, 2009 at which point it will be reviewed and possibly extended again.

RDA Number: 85/015

Related PR#: NRCan ETPS 245

TBS Registration: 000401

Bank Number: NRCan PPU 020

Consultation Activities

Description: This bank contains information relating to consultations undertaken by NRCan on issues pertaining to its activities. Personal information may include the name, address, telephone and fax numbers, e-mail address, and the personal views and opinions of the participants.

Class of Individuals: Individuals who provided their views and opinions to NRCan during consultation activities.

Purpose: To obtain the views and opinions of individuals on a broad range of issues related to the activities of Natural Resources Canada, as well as identifying emerging trends and areas of concern. These opinions and suggestions may lead to a review of existing departmental policies and programs.

Consistent Uses: No additional use of this information is intended.

Retention and Disposal Standards: NRCan will retain the information in the format it was received for five years. After that point the information will be destroyed.

RDA Number: 99/019

Related PR#: NRCan ETPS 195

TBS Registration: 005504

Bank Number: NRCan PPU 025

EnerGuide for Houses and EnerGuide for Houses Retrofit Incentive Programs

Description: Records related to the information described in this bank contain personal information (name, address, city, province, postal code, telephone number and tax roll number) related to the applicants for this incentive program. Personal information about the work history of Service Delivery Agents and Energy Advisors may also be held in this database.

Class of Individuals: Canadians who had an EnerGuide for Houses evaluation or provided their personal information while applying for EnerGuide for Houses Retrofit Incentive Program; Service Delivery Agents acting on behalf of Natural Resources Canada to employ Energy Advisors and complete housing assessments.

Purpose: The information is required for the application process of this program and to verify and substantiate applications, to determine the eligible amounts, if any, and to issue grant cheques to successful applicants.

Consistent Uses: The information will be used for statistical analysis and quality assurance checks relative to the programs, energy use and energy efficiency improvements in Canada.

Retention and Disposal Standards: NRCan will maintain the original application form for 7 years. The characteristics of the houses and the results of the energy efficiency evaluation will be retained for 5 years following termination of the program. At the end of the retention cycle, the information will be destroyed.

RDA Number: 96/034

Related PR#: NRCan ETPS 321

TBS Registration: 005575

Bank Number: NRCan PPU 090

Emergency Fuel Rationing Program (Closed)

Description: This bank contains information relating to the implementation of an emergency fuel rationing program in Canada required in the event of a severe oil shortage and pursuant to the Energy Supplies Emergency Act (1979). Ration coupons would be issued to eligible applicants who would be required to provide various discrete personal data elements such as name, address, vehicle plate number and driver's license number. Business applicants would be required to provide information on the nature of their business and fuel consumption over specific periods in order to enable calculation of their ration share. Individuals would be hired under contract to collect this information and issue the ration coupons.

Class of Individuals: Individuals who purchase gasoline and diesel fuel at retail outlets during rationing and individuals hired under contract to issue coupons.

Purpose: The data would be collected in order to administer the various aspects of the fuel rationing program and only in the event that such rationing is necessary.

Consistent Uses: Information would be used to substantiate applicants' eligibility to obtain fuel coupons. Selected samples of vehicle registration data will be checked for accuracy with the Motor Vehicle Registrars in each province. Information relating to individuals hired under contract will be used for processing payments.

Retention and Disposal Standards: The Emergency Fuel Rationing personal information bank will be retained for two years after the discontinuance of the rationing program, then transferred to the federal Archives Division, Library and Archives Canada, for archival purposes.

RDA Number: This RDA is still awaiting approval by LAC.

Related PR#: NRCan ETPS 195

TBS Registration: 002833

Bank Number: NRCan PPU 050

Natural Gas Vehicle Program

Description: Contains information and applications from individual private use vehicle owners and fleet operators for a contribution of up to $2,000 for each vehicle converted to a natural gas fuel system or for a new factory-equipped vehicle purchased by the applicant, including copies of vehicle ownerships, invoices, purchase orders and work orders substantiating the application

for each vehicle.

Class of Individuals: Private use vehicle owners and corporations and businesses operating vehicles eligible under the program.

Purpose: The information is used to substantiate applications, the cost of conversions, to determine the amount to be paid to applicants and for statistical and audit purposes relative to the program.

Consistent Uses: Natural gas utilities in the provinces, accept and process applications on behalf of the Department under a Contribution Agreement.

Retention and Disposal Standards: The natural gas utilities maintain one copy of each application and any supporting documentation submitted by the applicant during the term of the program and for a period of up to two years following termination of the program, then destroyed. All such records are subject to review or audit by representatives of Canada.

RDA Number: 96/034
Related PR#: NRCan ETPS 245
TBS Registration: 002776
Bank Number: NRCan PPU 060

Offshore Operations – Divers (CLOSED)

Description: Cases relating to an individual diver's diving history. The information consists of the names, addresses, birthdates, birthplaces, physical condition and training of divers.

Class of Individuals: Individuals – divers.

Purpose: Main use is to provide rapid access to a diver's history to expedite certification and provide data required for annual certification. Diving program approval is contingent upon knowledge of an individual diver's qualifications and work history in order to prevent accidents caused by lack of experience in unusual circumstances.

Consistent Uses: Information is also used to develop statistical profiles of the diving population, and to otherwise identify areas of diving regulations requiring updating and improvement for increased diver safety.

Retention and Disposal Standards: Information is retained until the diver reaches 65 years of age, and for two years thereafter, after which the data will be transferred to Library and Archives Canada for archival purposes.

RDA Number: 85/010
Related PR#: NRCan ETPS 230
TBS Registration: 000406
Bank Number: NRCan PPU 045

Minerals and Metals Sector (MMS)

Canadian Exploration Incentive Program (CEIP) (CLOSED)

Description: This bank contains information relating to the Canadian Exploration Incentive Program (CEIP) and the Canadian Exploration and Development Incentive Program (CEDIP). The CEIP incentive was available to any corporation that incurred eligible exploration expenses for mineral or oil and gas exploration in Canada using funds raised through the issue of flow-through shares. The CEDIP incentive was available to any individual, corporation or trust that incurred eligible expenses for oil and gas exploration in Canada. Applicants were required to complete forms on which they provided their identification, the amount of incentive claimed and the eligible expenses of each well, program, or project claimed. Applicants also provided a certification confirming the completeness and accuracy of the information submitted. Applicants were required to submit technical data and detailed expense summaries for each well, program or project claimed when this information was not submitted previously. If an applicant shared the $10 million annual expense limit with another person or persons, a form specifying the amount allocated to each person had to be completed.

Class of Individuals: Under CEIP, individuals who were partners in a partnership that had acquired flow-through shares and individuals who were associated with applicant corporations. Under CEDIP, individuals who apply for incentives for oil and gas exploration and development in Canada.

Purpose: The objective of collecting this information was to determine the eligibility of claimants and expenses for the purpose of making incentive payments.

Consistent Uses: This information will also be used to determine cost norms for expenses; to track and control outstanding and completed applications; to facilitate recovery of incentives paid in error; to audit claimants' expenses and eligibility; and to establish internal effectiveness of the incentive payment process.

Retention and Disposal Standards: Information is retained for 10 years after program termination, and then transferred to Federal Archives Division, Library and Archives Canada for archival purposes. The CEIP Program was terminated on February 20, 1990.

RDA Number: Awaiting approval from LAC
Related PR#: NRCan MMS 596

TBS Registration: 001868
Bank Number: NRCan PPU 055

Certification in Non-Destructive Testing

Description: Information relating to the certification, on a national and international basis, of non-destructive testing personnel in accordance with the CAN/CGSB-48-9712 – 95. This standard fully complies with the ISO standard 9712: 1992 (E) on certification of NDT personnel. Aspects include examination and re-certification in industrial radiography, ultrasonics, magnetic particle, liquid penetrant, and eddy current methods. Includes names, addresses, medical certification on eyesight, original application forms, examination copies and results, date(s) of certification and methods, and data on three-year term certification renewal of individuals who undergo examination.
Class of Individuals: Individuals desiring certification in non-destructive testing.
Purpose: Information is used to certify individuals in non-destructive testing and answer queries from outside organizations on an individual's certification status. The information is also used to prepare a list of certified personnel in good standing, which is published annually and made available to the public.
Retention and Disposal Standards: Files are retained ten years after expiry of certification, and then destroyed.
RDA Number: 85/010
Related PR#: NRCan MMS 465
TBS Registration: 000400
Bank Number: NRCan PPU 015

Explosives Licences and Permits

Description: Information relating to the issue and control of licences and permits granted for storage, transportation by road, importation, manufacture and sale of explosives.
Class of Individuals: All individuals with a need to manufacture, store, transport, or handle explosives.
Purpose: To fulfil the responsibility of the Explosives Regulatory Division as the federal licensing and inspection agency for explosives in Canada.
Consistent Uses: Transmittal of information to investigative bodies when an infraction or incident concerning explosives occurs.
Retention and Disposal Standards: Licences and permits are retained for seven years after expiry date, and then destroyed.
RDA Number: 85/010
Related PR#: NRCan MMS 530 and 540

TBS Registration: 000398
Bank Number: NRCan PPU 005

Strategic Policy Branch

Order-in-Council and Ministerial Appointments Database

Description: This bank describes information relating to Order-in-Council and Ministerial appointments to Boards, Committees and Advisory bodies within the jurisdiction of the Minister of Natural Resources Canada. The information may include names, addresses, phone numbers, e-mail addresses, gender and age of the appointees, and career highlights.
Class of Individuals: Individuals who have applied for or been granted appointments to Boards, Committees or Advisory bodies by the Minister of Natural Resources Canada.
Purpose: To coordinate the selection and placement of nominees and to manage the institution's appointment program. Information includes the contact information for Agencies and Boards of Directors involved in the process and identifies nominees scheduled for appointment and/or re-appointment.
Consistent Uses: No additional use of this information is intended.
Retention and Disposal Standards: The information will be retained by NRCan for 15 years after the individual has left the position and then destroyed.
RDA Number: 85/010
Related PR#: NRCan SPB 001
TBS Registration: 005578
Bank Number: NRCan PPU 065

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Electronic Network Monitoring Logs

Personnel Security Screening

Classes of Personal Information

Explosives Safety and Accident Statistics – Explosives Regulatory Division

The purpose of this class is to provide a record of statistics on safety measures in the explosives industry as well as on all accidents related to explosives. The files contain information on the nature of the accident as well as the victim's

name, age and address, if applicable. Records are retained for 25 years after the date of the incident and are then transferred to Library and Archives Canada for selective retention.

Human Resources Planning and Management

Personal information about employees is also maintained in other departmental files and data bases held by various organizations involved in the human resource planning and management functions. Such systems are used to provide aggregated reports for the purpose of human resource planning and management and to assist in analysis of trends or developments. Although some of the information may be retrieved by a personal identifier, the data bases are not used to provide information about individual employees nor to make any administrative decisions affecting individual employees.

Mailing Lists

This class includes correspondence and request cards from individuals regarding departmental mailing lists for publications. The information is used for amending addresses and to add or delete individual names on mailing lists, which are retained permanently. The correspondence and request cards are retained until the mailing list has been amended.

Ministerial Correspondence

This class of information contains correspondence addressed to the Minister and/or Deputy Minister from external organizations and individuals in the form of requests for information, complaints, opinions and other submissions related to a broad range of policy issues pertaining to Natural Resources Canada's activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Public Opinion Research

This is a class of records generated by departmental officials who conduct public opinion research on a vast spectrum of topics related to the mandate and mission of the department of Natural Resources Canada. Retrievable records

consist of data gathering instruments, such as, but not exclusively, questionnaires that may contain personal information revealing the identity of the research subject. Data contained in this class of records are not used for administrative purposes. Individuals seeking access to these records must provide the title of the research project in which they participated, the location and the date of the research, and any other data that may help to identify and locate the personal information they are seeking.

Research Agreements Program (CLOSED)

This class contains applications for grants submitted to the department from candidates affiliated with Canadian research institutions. Applications contain information on the description and budget for the proposed project and the applicant's curriculum vitae. The information is used to select and award grants in the natural, physical and social sciences and engineering, which can contribute to the department's purpose. The information is also used to compile general statistics of interest to the department with respect to the program as a whole, and not in relation to individual applicants. The program was terminated in April 1994. Accepted applications are destroyed after a period of six fiscal years (until April 2000) and those not accepted are destroyed after two fiscal years (until April 1996).

Security Video Surveillance

This class includes video surveillance tapes for close circuit television (CCTV) cameras located on the perimeters of, or within, departmental facilities. The cameras record the image of employees and visitors entering and exiting some of the department's facilities or movements within certain restricted areas of the department. Access to the digital recordings is strictly controlled by the Departmental Security Officer. Video information that reveals evidence of illegal activity, employee misconduct or accidents may be disclosed to appropriate staff relations, enforcement or investigative bodies for further investigations, charges or disciplinary actions. The digital recordings are normally kept for a thirty-day period and are then reused. In the case of video information used in the conduct of an investigation, the video evidence is kept indefinitely.

Technical Enquiries – Canada Centre for Mineral and Energy Technology (CANMET) (CLOSED)

This class includes technical enquiries, comments and opinions of individuals corresponding with the Department regarding issues related to mining and mineral technology. The information is used for reference purposes regarding any subsequent enquiry by an individual. Correspondence is retained for a minimum of two years.

Manuals

- CFS Acid Rain National Early Warning System: Manual on Plot Establishment and Monitoring

- CFS Aerial Application of Pesticides Manual

- CFS Basics of Plant Genetic Engineering and its Potential Application to Tree Species

- CFS Constructing Conifer Genomic Libraries: A Basic Guide

- CFS Detailed Methods for Conducting a Forest Inventory

- CFS Environmental Screening Procedures Manual – 1991

- CFS Field Guide to the Common Forest Plants in Northwestern Ontario

- CFS Field Guide to the Forest Ecosystem Classification for Northwestern Ontario

- CFS Field Guide to the Forest Ecosystems of West-Central Alberta

- CFS Field Manual of Tree Diseases in the Maritimes Region

- CFS Forest Insect and Disease Survey Work Program and Procedures Manual – Annual.

- CFS Forest Resource Development Agreement Procedures Manuals

- CFS Forest Site Classification Manual – A Field Guide to the Damman Forest Types of Newfoundland – FRDA Report 003

- CFS Forest Tree Seed Inspector's Manual: OECD Scheme for Certification of Forest Reproduction Material Moving in International Trade

- CFS Forestry Canada – Visual Identity Program

- CFS Forestry Canada Technology Management Manual

- CFS Forestry Canada's Style Guidelines for Scientific and Technical Publications

- CFS Forestry Canada Ontario Region/Forest Pest Management Institute Fleet Management Manual

- CFS Forestry Field and Laboratory Manual for Herbicide Residue Sampling, Sample Processing and Reporting

- CFS Green Side Up — A Guide to Tree Planting

- CFS Guide to Cone Collecting of British Columbia Conifers

- CFS Guidelines for Editors of Symposium Proceedings

- CFS Guidelines for Rearing Containerized Conifer Seedling in the Prairie Provinces

- CFS Illustrated Guide to Stages of Jack Pine Cone Development

- CFS LOGPLAN II: A Model for Planning Logging and Regeneration Activities

- CFS Managing Your Woodland: A Non-Forester's Guide to Small Scale Forestry in British Columbia

- CFS Manual for Forest Tree Seed Orchard Management in the Maritimes

- CFS Manual for Greenhouse Grafting of Conifers in the Maritimes 1981

- CFS Manual for Operational Seed Processing with IDS (Incubating, Drying and Sorting)

- CFS Manual of Data Collection and Processing for the Development of Forest Biomass Relationships

- CFS Manual of Forest Inventory Guidelines for Federal and Indian Lands

- CFS Manual of Forest Management Plan Guidelines for Federal and Indian Lands

- CFS Mapping how we use our Land-using Participatory Action Research

- CFS Methods and Procedures for Testing Tree Seeds in Canada

- CFS Methods Manual – Chemical and Physical Analysis Laboratory

- CFS Methods Manual for Forest Soil and Plant Analysis (Forestry Canada-Northwest Region)

- CFS Methods of Soil and Tissue Analysis Used in the Analytical Laboratory

- CFS National Forestry Strategy – Sustainable Forest: A Canadian commitment.

- CFS Northern Forestry Centre: 1994 Student Employee Handbook

- CFS Northwest Region DEVMIS User's Manual

- CFS Northwest Region Safety Manual

- CFS Pest Detection Manual for Pest Detection Officers – 1992

- CFS Policy and Procedures for the publications of the Forestry Sector

- CFS Pollination Techniques 1: No. I – Pollen Collection; No. II – Pollen Extraction and Storage; No. III – Flower Development Rating and Pollen Application

- CFS Practical Guide to Private Forest Management: Hand Planting of Base-root Seedlings

- CFS Practical Guide to Private Forest Management: Plantation Maintenance

- CFS Practical Guide to Private Forest Management: Planting Containerized Seedlings

- CFS Procedures for Estimation of Newfoundland's Biomass Reserves

- CFS Quantifying Pest-Caused Forest Depletion Using Geographic Information Systems and Database Technologies

- CFS Safe Tree Climbing in Forest Management

- CFS See "SCF Aménagement de l'érablière : guide de protection de la santé des arbres"

- CFS See "SCF Cahier de procédures pour confectionner le plan de gestion et remplir les demandes de participation et de paiement (Programme de développement forestier de l'Est du Québec)"

- CFS See "SCF Conseils pour la culture en récipient des semis de conifères dans les provinces des prairies"

- CFS See "SCF Guide d'utilisation – Système du programme d'aménagement forestier des terres indiennes"

- CFS See "SCF Guide des opérations du Plan de développement de l'Est du Québec (Programme forestier)"

- CFS See "SCF Guide du système d'information de l'Entente auxiliaire Canada-Québec sur le développement forestier 1985-1990"

- CFS See "SCF Lignes guides applicables aux travaux admissibles (Programme de développement forestier de l'Est du Québec")

- CFS Seedling Production for Crown Lands in British Columbia: Guidelines for Commercial Container Nurseries

- CFS Silvicultural Treatment Eligibility and Assessment Guide (Forest Management Program of Indian Lands)

- CFS Some Protocols for CDNA Library Construction with Conifer Tissues

- CFS Specifications for Developing a Forest Management Plan

- CFS Specifications for Forest Inventory and Management Plan, Forestry Canada – Northwest Region

- CFS Successful Forestry – A Guide to Private Forest Management

- CFS Successful Forestry – A Private Woodlot Accounting Guide

- CFS Techniques for Starch Gel Electrophoresis of Enzymes from Forest Tree Species

- CFS The HSG (Harvest Supply Generated) Wood Supply Model: Description and User's Manual

- CFS Forest Pest Management Institute Staff Handbook

- CFS Forestry Canada Personnel Management Manual

- CFS Forestry Canada-Ontario Region Staff Guide to Policies and Procedures

- CSS Departmental Records Management Index

- CSS Departmental Security Manual

- CSS Departmental/Regional Health and Safety Manuals

- CSS Departmental/Regional Policies and Procedures Manuals

- CSS Employee's Manual

- CSS Financial Management Manuals

- CSS FINCON User's Manual

- CSS Human Resources Information System – User's Guide

- CSS Natural Resources Canada Radiation Safety Manual

- CSS Petawawa National Forestry Institute – Orientation Manual

- CSS Planning and Integrated Management System: Administrator's Guide

- CSS Planning and Integrated Management System: User's Guide

- CSS Treasury Board Submission Procedure Manual

- ECB Guidelines for Executive Correspondence

- ECB Handbook on Planning Ministerial Events

- ES Crude Oil Allocation Manual

- ES Gasoline Rationing Manual

- ES Petroleum Emergency Allocation System Manual

- ES Petroleum Products Allocation Manual

- GC 15-Year Long-Range Plan – International Boundary Commission

- GC Digital Mapping Standards

- GC ER 18 Inertial and Gyro Systems

- GC ER 19 Field Reports

- GC Manual for Operation of Photographic Analysis System

- GSC Regional Modular Seismograph Station – Operator's Manual

- GSC Standard Station Operator's Manual

- MS Agreement "Cooperation Agreement on Mineral Development"

- MS Canadian Exploration Incentives Program (CEIP) Manuals Procedures

- MS Catalogue of Mineral Statistics, Federal and Provincial Publications and Surveys in Canada

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

General information about the department's programs, activities and various publications may be obtained at the addresses listed below:

Alberta

Explosives Regulatory Division
Western Regional Office
Inspector of Explosives
755 Lake Bonavista Drive, S.E., Unit 244
Calgary, Alberta T2J 0N3

Telephone: 403-292-4766

Deputy Surveyor General, West
Legal Surveys Division
Canada Place
9700 Jasper Avenue, Suite 930
Edmonton, Alberta T5J 4C3

Telephone: 403-495-2138

Earth Sciences Sector
GSC – Calgary
3303 33rd Street Northwest
Calgary, Alberta T2L 2A7

Telephone: 403-292-7049

Northern Forestry Centre
Canadian Forest Service
5320 122nd Street
Edmonton, Alberta T6H 3S5

Telephone: 780-435-7210

CANMET Energy Technology Centre – Devon
1 Oil Patch Drive
Devon, Alberta T9G 1A8

Telephone: 780-987-8660

British Columbia

Explosives Regulatory Division
Pacific Regional Office
Inspector of Explosives
605 Robson Street, Suite 101
Vancouver, British Columbia V6B 5J3

Telephone: 604-666-0366

Regional Surveyor
Legal Surveys Division
1138 Melville Street, Suite 1501
Vancouver, British Columbia V6E 4S3

Telephone: 604-666-5320

Earth Sciences Sector
GSC – Pacific
9860 West Saanich Road
P.O. Box 6000
Sydney, British Columbia V8L 4B2

Telephone: 250-363-6438

Pacific Forestry Centre
Canadian Forest Service
506 West Burnside Road
Victoria, British Columbia V8Z 1M5

Telephone: 250-363-0600

Geological Survey of Canada
Cordilleran Division
605 Robson Street, Suite 101
Vancouver, British Columbia V6B 5J3

Telephone: 604-666-0529

Manitoba

Clients Liaison Unit
Legal Surveys Division
275 Portage Avenue, Suite 501
Winnipeg, Manitoba R3B 2B3

Telephone: 204-983-3777

New Brunswick

Atlantic Forestry Centre
Canadian Forest Service
P.O. Box 4000
Fredericton, New Brunswick E3B 5P7

Telephone: 506-452-3508

Newfoundland and Labrador
Industrial Benefits and Environmental Monitoring
P.O. Box 8950
St. John's, Newfoundland and Labrador
A1C 6C9

Telephone: 709-772-2607

Northwest Territories
Deputy Surveyor General, North
Legal Surveys Division
4920 52nd Street, 4th Floor
Yellowknife, Northwest Territories X1A 2N5

Telephone: 867-669-3909

Nova Scotia

Applications Division
ACRSO
Halifax, Nova Scotia B3K 5R3

Telephone: 902-426-4892

Atlantic Clients Liaison Unit
Legal Surveys Division
136 Victoria Street East
Amherst, Nova Scotia B4H 1Y1

Telephone: 902-661-6761

Earth Sciences Sector
GSC – Atlantic
Bedford Institute of Oceanography
P.O. Box 1006
Dartmouth, Nova Scotia B2Y 4A2

Telephone: 902-426-8513 or 3225

Explosives Regulatory Division
Atlantic Regional Office
Inspector of Explosives
1505 Barrington Street
Halifax, Nova Scotia B3J 3K5

Telephone: 902-426-3599

Nunavut

Nunavut Client Liaison Unit
Government of Canada Building, Suite 969
P.O. Box 2380
Iqaluit, Nunavut X0A 0H0

Telephone: 867-975-4633

Ontario

CANMET – Mining and Mineral Sciences
Laboratories
Underground Mine Environment
1079 Kelly Lake Road
Sudbury, Ontario P3E 5P5

Telephone: 705-677-7815

CANMET Energy Technology Centre – Ottawa
1 Haanel Drive
Ottawa, Ontario K1A 1M1

Telephone: 613-996-8693

Great Lakes Forestry Centre
Canadian Forest Service
1219 Queen Street East
P.O. Box 490
Sault Ste. Marie, Ontario P6A 5M7

Telephone: 705-759-5740

Office of Energy Research and Development
580 Booth Street, 14th Floor
Ottawa, Ontario K1A 0E4

Telephone: 613-947-3481

Ontario Clients Liaison Unit
Legal Surveys Division
55 St. Clair Avenue East, Suite 606
Toronto, Ontario M4T 1M2

Telephone: 416-973-7513

Petawawa Research Forest
Canadian Forest Service
P.O. Box 2000
Chalk River, Ontario K0J 1J0

Telephone: 613-589-3000

Sudbury Backfill Laboratory
Ramsey Lake Road
Sudbury, Ontario P3C 2C6

Telephone: 705-675-5008

Prince Edward Island

Efficiency and Alternative Energy Branch
Prince Edward Island District Office
Charlottetown, Prince Edward Island
C1E 1B0

Telephone: 902-566-7380

Quebec

CANMET Energy Technology Centre – Verennes
1615 Lionel-Boulet Boulevard
Varennes, Quebec J3X 1S6

Telephone: 450-652-4624

CANMET – Mining and Mineral Sciences
Laboratories
Experimental Mine
Val d'Or, Quebec J9P 4P8

Telephone: 819-736-4331

Centre for Topographic Information (Sherbrooke)
2144 King Street West
Sherbrooke, Quebec J1J 2E8

Telephone: 819-564-5602

Clients Liaison Unit
Legal Surveys Division
320, rue St-Joseph Est, Suite 203
Quebec, Quebec G1K 8G5

Telephone: 418-648-5721

Earth Sciences Sector
GSC – Quebec
2535 Laurier Boulevard
P.O. Box 7500
Sainte-Foy, Quebec G1V 4C7

Telephone: 418-654-2603

Laurentian Forestry Centre
Canadian Forest Service
1055 du P.E.P.S. Street
P.O. Box 3800
Sainte-Foy, Quebec G1V 4C7

Telephone: 418-648-5847

Saskatchewan

Data Acquisition Division
Prince Albert Satellite Station
7 Miles Northwest
Prince Albert, Saskatchewan S6V 5S7

Telephone: 306-953-8536

Minerals and Metals Sector
101 22nd Street East, Suite 405
Saskatoon, Saskatchewan S7K 0E1

Telephone: 306-975-5960

Regional Surveyor
Legal Surveys Division
100 Central Park Place
2208 Scarth Street
Regina, Saskatchewan S4P 2L6

Telephone: 306-780-5402

Saskatchewan Liaison Office
Canadian Forest Service
1288 Central Avenue, Suite 250
Prince Albert, Saskatchewan S6V 4V8

Telephone: 306-953-8548

Yukon

Clients Services Unit
Legal Surveys Division
300 Main Street, Room 2B5
Whitehorse, Yukon Y1A 2B5

Telephone: 403-667-3951

Reading Room

In accordance with the Access to Information Act, the Natural Resources Canada reading room is located at:

Ontario

ATIP Secretariat
580 Booth Street, 11th Floor, DI
Ottawa, Ontario K1A 0E4

Telephone: 613-995-1236
Facsimile: 613-995-0693

Natural Sciences and Engineering Research Council of Canada

Chapter 113

General Information

Background

The Natural Sciences and Engineering Research Council (NSERC) is the primary federal agency investing in university research and training in the natural sciences and engineering. NSERC was established on May 1, 1978, as a federal agency defined as a "separate employer" by the Public Service Staff Relations Act. It is funded directly by Parliament and reports to it through the Minister of Industry, with responsibility for promoting and supporting research in the natural sciences and engineering, other than the health sciences.

Responsibilities

NSERC advances national priorities such as building a competitive Canada, creating a highly educated work force, and investing in creativity and innovation. Excellence in research, training and the transfer of knowledge and technology are the building blocks for our future prosperity and the quality of life for all Canadians. NSERC supports world-class research, the training of Canada's brightest students and the transformation of research ideas into products, processes and services. As a result, Canada is able to ensure a supply of highly qualified people (HQP) that can perform leading-edge research and technology development, access knowledge from around the world, and use research results to create wealth and other benefits. Students trained with the help of NSERC acquire the skills needed to generate knowledge and pursue rewarding careers in all sectors of society. Linking these investments to potential Canadian-based users leads to increased innovation in industry and to government policy and regulatory frameworks supported by advances in science.

NSERC fulfils its mission by awarding scholarships and research grants and by building partnerships among universities, colleges, governments and the private sector.

Legislation

- Natural Sciences and Engineering Research Council Act, R.S.C., 1985, c. N-21

Organization

NSERC's governing body is a Council (board of directors) and is composed of the full-time President and twenty-one members who are selected for their leadership in the research, business, and academic communities. They are part-time office holders appointed by the Governor-in-Council for terms of up to three years.

President

The President functions as the Chair of Council and Chief Executive Officer and, in this capacity, is responsible for directing the work and the staff of NSERC.

Executive Vice-President

The Executive Vice-President has responsibility for the Council Secretariat, Communications, Corporate Development, Policy and International Relations and Regional Offices. He also coordinates key corporate projects and ensures the smooth functioning of the Council's operations.

Council Secretariat

This division coordinates Council's parliamentary requirements and administers the network of committees which forms the basis of NSERC's operations. It plays an important role in corporate policy within NSERC and in liaison with central agencies and external organizations. This office coordinates Council membership and approves all appointments to standing and selection committees in accordance with Council policy. It is also responsible for the administration of the Access to Information Act and the Privacy Act and for the coordination of ethical and regulatory issues related to research.

Policy and International Relations

This division coordinates strategic planning, program evaluation, policy development, evaluation, internal audit, international relations and special research projects.

Communications

This division is responsible for publications including NSERC's Web presence, media relations

and public affairs. It also is responsible for translation services for the Council.

Research Grants and Scholarships Directorate

This directorate coordinates activities associated with support of the research base (grants in support of a spectrum of research activities, grants for the purchase, operation and maintenance of research equipment, facilities and installations) as well as certain prizes. It administers awards to undergraduate and graduate students, postdoctoral fellows, and scientists and engineers for advanced study and research training in Canadian universities, industry, and government laboratories.

Research Partnerships Directorate

This directorate administers programs intended to promote research in selected fields of national importance and to forge closer links between the university research community, research-oriented government departments and the private sector. These include Strategic Projects, Research Networks and University-Industry Projects.

Common Administrative Services Directorate

This directorate is responsible for the systems and services which support NSERC's officers and staff and facilitate the implementation of programs. In general, this includes administration, finance, human resources management and information management. NSERC is co-located and shares common administrative services with the Social Sciences and Humanities Research Council (SSHRC).

Information Holdings

Program Records

Communications
Description: Information related to the administration and management of NSERC's internal and external communications functions including publishing, public and media relations.
Topics: Communications: public relations: publications.
Access: Files arranged by subject.
Program Record Number: SER SER 021

Research Grants and Scholarships Directorate

Collaborative Research Initiatives
Description: Information related to a series of NSERC programs designed to support collaboration among Canadian scientists and engineers.
Note: These programs were discontinued in 1996.
Topics: Collaborative Special Projects Grants; Collaborative Project Grants.
Access: Files arranged by applicant, university, program, and year.
Format: Computer database and paper case files.
Program Record Number: SER SER 031

Equipment Grants
Description: Information related to NSERC's role in enhancing the research capability of university researchers and providing a stimulating environment for research by supporting the purchase of research equipment.
Topics: Equipment grants; research tools and instruments.
Access: Files arranged by applicant, university, program and year.
Format: Computer database and paper case files.
Program Record Number: SER SER 036

Other General Support
Description: Information related to a series of NSERC special programs and mechanisms aimed at the promotion and support of activities not supported by other programs.
Note: Programs marked * discontinued in 1995.
Topics: E.W.R. Steacie Memorial Fellowships; Attachés de recherche du CRSNG*; Conference Grants*; Scientific Publication Grants*; Miscellaneous Grants*; Canadian Council on Animal Care.
Access: Information arranged by name of applicant and/or university, program, and year.
Format: Computer database and paper case files.
Program Record Number: SER SER 045

Postgraduate Scholarships
Description: Information related to NSERC programs which aim to assist in the provision of highly qualified scientists and engineers by providing financial support to excellent students working toward a master's or doctoral degree in the natural sciences or engineering.
Topics: Postgraduate scholarships.
Access: Files arranged by name of applicant, program and year.
Format: Computer database and paper case files.
Program Record Number: SER SER 055

Research Fellowships

Description: Information related to NSERC programs which provide recent doctoral graduates in science and engineering disciplines with opportunities to add to their experience by engaging in research activities in universities and research institutes in Canada and abroad, and in Canadian research-oriented companies.

Topics: Postdoctoral Fellowships; Industrial Research Fellowships.

Access: Files arranged by name of applicant, program and year.

Format: Computer database and paper case files.

Program Record Number: SER SER 060

Research Grants

Description: Information related to NSERC's largest grant program aimed at the promotion and support of a broad base of high quality research in the natural sciences and engineering in Canadian universities.

Topics: Research grants; discovery grants (individual, group and project); Infrastructure grants.

Access: Files arranged by name of applicant, university, program, and year.

Format: Computer database and paper case files.

Program Record Number: SER SER 026

Council Secretariat

Secretariat

Description: Information related to the organizational structure, membership, agenda, minutes and activities of the Council and its committees; as well as records related to corporate policy; access to information and privacy, and research ethics.

Topics: Terms of reference; agenda and minutes; membership; committees.

Access: Information arranged by subject or by committee.

Program Record Number: SER SER 006

Policy and International Relations

Evaluation and Audit

Description: Information related to internal audits and to the evaluation of NSERC's programs, corporate systems and services.

Topics: Program evaluation; internal audit.

Access: Files arranged by subject.

Program Record Number: SER SER 016

International Programs

Description: Information related to NSERC programs aimed at fostering co-operation and collaboration between Canadian researchers and scientists and engineers in other countries through such activities as joint projects, visits and exchanges.

Note: Programs marked * discontinued in 1995.

Topics: NSERC Foreign Researcher Awards*; Register of Canadians Studying Abroad*; Bilateral Exchange Awards; CIDA/NSERC Research Associateships*.

Access: Files arranged by applicant name, program, and year.

Format: Computer database and paper case files.

Program Record Number: SER SER 065

Policy and Planning

Description: Information related to corporate and long-range planning and policy development activity.

Topics: Policy development; planning; multi-year plans.

Access: Files arranged by subject.

Program Record Number: SER SER 011

Research Partnerships Directorate

Research Partnerships Programs

Description: Information related to NSERC's Research Partnerships program which promotes and supports joint research initiatives and collaboration between universities and Canadian companies or universities and government labs.

Topics: University-industry projects; research networks; research and development.

Access: Files arranged by subject or by case file number.

Format: Computer database and paper case files.

Program Record Number: SER SER 075

Strategic Projects

Description: Information related to NSERC's Strategic Projects Program which provide support to eligible researchers or teams of researchers in Canadian academic institutions for substantial projects in selected research areas of national concern.

Topics: Strategic projects; university research; funding of university research.

Access: Files are arranged by name of applicant, university, program, and year.

Format: Computer database and paper case files.

Program Record Number: SER SER 070

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Budgets

Buildings and Properties

Business Continuity Plans (BCP)

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks

Research Grants and Scholarships Directorate

Collaborative Research Initiatives
Description: This bank contains information related to applications for support of collaborative research initiatives submitted by individuals who hold academic appointments in eligible Canadian academic institutions. It also contains information related to the administration of these types of awards. It includes details of applicants' post-secondary education, professional experience, and proposals, as well as referee and committee assessments, recommendations, reports and decisions.
Note: These programs were discontinued in 1996.
Class of Individuals: Individuals who apply to NSERC for support of collaborative projects and third parties from whom NSERC has requested assessments of the applications.
Purpose: All personal information is used to review applications and to administer and monitor awards and programs.
Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members or reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to

another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Canadian Institutes of Health Research for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about awarded applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy Statement: Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community.

Retention and Disposal Standards: Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

RDA Number: 2002/007
Related PR#: SER 031
TBS Registration: 002573
Bank Number: SER PPU 055

General Support Programs
Description: This bank contains applications, forms and correspondence related to NSERC's research support and other programs which provide support for research personnel. This would include the Attachés de recherche du CRSNG*, the E.W.R. Steacie Fellowships, and

some Miscellaneous Grants*. Files may contain details of applicant's post-secondary education, professional experience, referee and selection committee assessments, and Council's decisions. They may also contain administrative and financial documents related to the administration of awards.
Note: Programs marked * discontinued in 1995.
Class of Individuals: Individuals who participate in NSERC's Research Support and other general support programs and third parties from whom NSERC has requested assessments of proposals.
Purpose: All personal information related to applicants is used to review applications and to administer and monitor awards and programs.
Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members or reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Canadian Institutes of Health Research for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about awarded applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary

of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy Statement: Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

Retention and Disposal Standards: Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

RDA Number: 2002/007
Related PR#: SER 041; SER 045
TBS Registration: 002574
Bank Number: SER PPU 060

Lists of External Referees
Description: This bank contains names, affiliation and mailing addresses of individuals in Canada and abroad who are asked by the Council to review proposals for grants to individuals and groups. Only a few of the fields of natural sciences and engineering are included in this bank. Persons requesting access to their personal data should provide discipline of research, name and affiliation.
Class of Individuals: Individuals in Canada and abroad who are asked by the Council to review proposals for grants.
Purpose: The information is used to select external referees for research proposals.

Consistent Uses: None.
Retention and Disposal Standards: Under development.
RDA Number: 2002/007
Related PR#: SER 006
TBS Registration: 003514
Bank Number: SER PPU 050

Register of Canadians Studying Abroad
Description: This bank contains information on the professional qualifications of Canadians who are doing postgraduate or postdoctoral work in the natural sciences or engineering in foreign universities and institutes and who have registered with NSERC so that their availability may be made known to participating Canadian employers who require qualified research personnel. Information includes name, address, current field of study or research, and details of post-secondary education.
Note: Program discontinued in 1995.
Class of Individuals: Canadian graduate and postgraduate students studying or working in foreign countries who have registered with NSERC.
Purpose: Information in the bank is used to facilitate the return to Canada of highly qualified scientists and engineers to meet the needs of Canadian employers.
Consistent Uses: NSERC uses the information in the Register to evaluate its programs and to produce statistics and planning information. NSERC also searches the electronic database file associated with the Scholarships and Fellowships Personal Information Bank to identify potential registrants from among scholars receiving NSERC support. These individuals are then contacted and invited to register.
Retention and Disposal Standards: Information is retained for 15 fiscal years after the date of application.
RDA Number: 2002/007
Related PR#: SER 065
TBS Registration: 002577
Bank Number: SER PPU 075

Research Grants Programs
Description: This bank contains information related to individual, group and project discovery grant applications submitted by researchers who hold academic appointments in eligible Canadian academic institutions. It also includes information related to the administration of these types of awards. It includes details of applicants' post-secondary education and professional experience, proposals, referee and selection committee assessments, and Council's decisions.

Class of Individuals: Applicants for NSERC research, tools and instruments, facilities and infrastructure, shiptime, collaborative projects and special research opportunities grants and third-party reviewers from whom NSERC has requested assessments of proposals.

Purpose: All personal information related to applicants is used to review applications and to administer and monitor awards and programs.

Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members or reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Canadian Institutes of Health Research for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about awarded applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy Statement: Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

Retention and Disposal Standards: Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

RDA Number: 2002/007
Related PR#: SER 026; SER 036
TBS Registration: 002581
Bank Number: SER PPU 095

Scholarships and Fellowships

Description: This bank contains information related to the adjudication and administration of NSERC's scholarships and fellowships programs including Undergraduate Student Research Awards (industry and universities), Postgraduate Scholarships, Industrial Postgraduate Scholarships, Postgraduate Scholarships in Science Librarianship and Documentation*, 1967 Science and Engineering Scholarships*, Postdoctoral Fellowships, Industrial Research Fellowships, and NATO Science Fellowships. It contains details of applicant's post-secondary education and, in some cases, professional experience. It includes ratings, assessments, recommendations and decisions. The bank also contains the administrative and financial documentation generated in the administration of these awards.

Note: Programs marked * discontinued in 1995.
Class of Individuals: Applicants for NSERC scholarships and fellowships and third parties who provide assessment of applicants' suitability for these awards.
Purpose: All personal information related to applicants is used to review applications and to administer and monitor awards and programs.
Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members or reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Canadian Institutes of Health Research for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about awarded applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these

activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy Statement: Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.
Retention and Disposal Standards: Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.
RDA Number: 2002/007
Related PR#: SER 050; SER 055; SER 060
TBS Registration: 002575
Bank Number: SER PPU 065

Visiting Fellowships in Canadian Government Laboratories
Description: This bank contains information related to the granting of Visiting Fellowships in Canadian Government Laboratories which NSERC administers on behalf of a number of federal departments and agencies. It also contains information on NSERC International Fellowships offered in Canadian Universities*. The bank contains details of applicants' post-secondary education and professional experience. It may contain information on an applicant's marital status and the number and ages of children in cases where NSERC is involved in arranging travel and insurance. It includes assessments of applications, as well as recommendations and decisions. The bank also contains the administrative and financial documentation generated in the administration of awards.

Note: Program marked * discontinued in 1995.
Class of Individuals: Canadian citizens and researchers from other countries who participate in the program of Visiting Fellowships in Canadian Government Laboratories or the Canada International Fellowships Program*, and third parties who provide references and assessments of applicants' suitability for awards.

Purpose: Information in the bank is used to review applications and to monitor and administer awards and programs.

Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members or reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Canadian Institutes of Health Research for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about awarded applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy Statement: Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

Retention and Disposal Standards: Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

RDA Number: 2002/007
Related PR#: SER 065
TBS Registration: 002579
Bank Number: SER PPU 085

Common Administrative Services Directorate

Employment Applications

Description: This bank contains information for reference on candidates available for employment at the Natural Sciences and Engineering Research Council when vacancies arise. It contain letters, completed application forms, applicant resumes; it may contain comments of the interviewer, letters of reference and other application information on individuals who have applied for specific advertised openings or an appropriate future opening. Individuals wishing access should provide their full name and address.

Class of Individuals: Individuals who apply for employment with the Natural Sciences and Engineering Research Council.

Purpose: Information is used for staffing vacancies as they arise.
Consistent Uses: None.
Retention and Disposal Standards: Applications considered in a staffing process are retained two years and then destroyed. Unsolicited applications not considered in a staffing process are retained six months and then destroyed.
RDA Number: 1998/005
Related PR#: SER PRN 920
TBS Registration: 003515
Bank Number: SER PPU 045

Council Secretariat

Committee Nominations and Membership
Description: This bank includes the names of individuals who have been recommended or nominated for participation on NSERC committees. It may include affiliations, addresses and telephone numbers, areas of expertise, the name of the person who made the nomination, as well as information on the individual's past participation and future availability. For individuals who confirm their acceptance of a nomination, the bank may also include a current curriculum vitae, and fuller information on the membership selection process including staff reports and the views of discipline experts consulted about the nominations.
Class of Individuals: Members of the scientific and engineering community in Canada and abroad nominated by their peers or identified by NSERC as prospective committee members. Individuals who agree to serve on NSERC committees. Persons who nominate or recommend others as prospective committee members. Individuals consulted by NSERC staff during the committee membership selection process.
Purpose: This information is used to identify and select individuals with specific technical knowledge and expertise to participate on NSERC committees.
Consistent Uses: Information related to nominees may be disclosed to members of current NSERC committees and/or other discipline experts for the purpose of obtaining their opinions on the committee composition. In cases where NSERC proposes to disclose information about nominees to others to obtain their views, staff first contact the nominees to advise them about this process and obtain their consent.
Retention and Disposal Standards: Under development.
RDA Number: 1996/009
Related PR#: SER 006

TBS Registration: 003939
Bank Number: SER PPU 022

Compliance – Integrity in Research and Scholarship
Description: This bank includes correspondence and reports collected and generated in the course of monitoring institutional and individual compliance with the Tri-Council Policy Statement: Integrity in Research and Scholarship. It may include allegations of non-compliance, requests from NSERC to research institutions to explore allegations, summaries of institutional findings and sanctions imposed by NSERC.
Class of Individuals: Individuals who make allegations about breaches of the Tri-Council Policy Statement: Integrity in Research and Scholarship, individuals who are the subject of allegations, officials in research institutions or in the academic community involved in determining whether allegations are well-founded.
Purpose: The purpose of this bank is to monitor the compliance of research institutions and individual researchers with the Tri-Council Policy Statement: Integrity in Research and Scholarship.
Consistent Uses: None.
Retention and Disposal Standards: Under development.
RDA Number: 1996/009
Related PR#: SER 006
TBS Registration: 003940
Bank Number: SER PPU 023

Research Partnerships Directorate

Research Partnerships Programs
Description: This bank contains information on individuals participating in NSERC's Research Partnerships Programs which promote collaboration between universities and companies or universities and government researchers. This bank includes university-industry programs, research networks, as well as chair and faculty support programs. Files may include details of applicants' post-secondary education, professional experience, and research proposals. They may also include references and assessments by third parties, committee recommendations, Council's decisions and documentation generated in the administration of awards.
Class of Individuals: Participants in NSERC's research partnerships programs and individuals from whom NSERC has requested expert assessments of applications and proposals.
Purpose: All personal information related to applicants is used to review applications and to

administer and monitor awards and programs.
Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members or reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Canadian Institutes of Health Research for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about awarded applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy Statement: Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees.

8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.
Retention and Disposal Standards: Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.
RDA Number: 2002/007
Related PR#: SER 075
TBS Registration: 002580
Bank Number: SER PPU 090

Strategic Projects
Description: This bank contains information related to applications received from researchers in Canadian academic institutions for support under the Strategic Projects program and information related to the administration of these awards. It includes details of applicants' post-secondary education, professional experience, and research proposals as well as referee and selection panel assessments, and Council's decisions.
Class of Individuals: Applicants for NSERC Strategic Project support and third-party reviewers from whom NSERC has requested assessments of applications.
Purpose: All personal information related to applicants is used to review applications and to administer and monitor awards and programs.
Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees.

Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members or reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Canadian Institutes of Health Research for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about awarded applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy Statement: Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

Retention and Disposal Standards: Program case files are managed in groups based on

competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.
RDA Number: 2002/007
Related PR#: SER 070
TBS Registration: 002578
Bank Number: SER PPU 080

International Programs
Description: This bank contains information related to NSERC's Bilateral Exchange Awards, NSERC Foreign Researcher Awards*, Grants for Research Abroad*, CIDA/NSERC Research Associateships* and Japan Society for the Promotion of Science (JSPS) Fellowships Program. It contains information supplied by participants on their post-secondary education, professional experience and research proposals, and may include third-party assessments. The bank contains administrative and financial documentation generated in the administration of the awards.
Note: Programs marked * discontinued in 1995.
Class of Individuals: Participants in NSERC's international programs and individuals who provide assessments of proposals.
Purpose: All personal information related to applicants is used to review applications and to administer and monitor awards and programs.
Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members or reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single

corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Canadian Institutes of Health Research for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about awarded applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy Statement: Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

Retention and Disposal Standards: Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.
RDA Number: 2002/007
Related PR#: SER 065
TBS Registration: 002576
Bank Number: SER PPU 070

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Hospitality

Relocation

Security Video and Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information

Subject files

NSERC's subject files contain a certain amount of personal information not arranged or retrievable by personal identifiers. Typically, this includes personal addresses associated with routine requests for information or opinions expressed by individuals in correspondence with NSERC on program matters.

This kind of personal information is not used for any specific administrative purpose. It is normally retrievable only if the requester gives details about the subject, date, and circumstances under which the information was provided to NSERC. The retention period for this kind of information is governed by schedules approved by the National Archivist for various subject files in which it is stored.

Manuals

- Award Holder's Guide

- Peer Review Manual

- Program Guide for Professors

- Program Guide for Students and Fellows

- Tri-Council Policy Statement: Integrity in Research and Scholarship

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Additional information on the Council's organization, programs and operations can be obtained by contacting:

Communications
NSERC
Constitution Square
350 Albert Street, 13th floor
Ottawa, Ontario

Telephone: 613-995-6295

Reading Room

NSERC has designated one of its meeting rooms as a public reading room in accordance with the Act. The address is:

National Capital Region
Constitution Square
350 Albert Street, 13th floor
Ottawa, Ontario

North Fraser Port Authority

Chapter 114

General Information

Background

The North Fraser Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Port North Fraser encompasses all of the waters of the North and Middle Arms of the Fraser River extending from the point of their confluence with the sea at the Strait of Georgia then easterly and upstream a distance of 29 kilometres (18 miles) to a point just below the westerly tip-end of Poplar Island. The harbour is bounded on the North by the University Endowment Lands, the Cities of Vancouver and New Westminster and the City of Burnaby and on the south by the City of Richmond.

Responsibilities

The role of the port is to provide innovative and responsible leadership in the administration of the North Arm's river highway and to ensure that all development enhances the economic opportunity, recreational potential and environmental integrity of the area. In support of this role, the Port Authority will work with other public and private organizations as partners in areas of mutual interest.

Legislation

- Canada Marine Act, R.S.C. 1998, Chapter C-10
- Port Authorities Management Regulations
- Port Authorities Operating Regulations

Organization

President and Chief Executive Officer

The President and Chief Executive Officer of the North Fraser Port Authority is the head of the institution for the purposes of the Access to Information Act exercises all the powers and responsibilities pertaining to this function under the Act in question.

Operations

This department is headed by the Vice-President and Corporate Secretary and is accountable for the efficient and effective delivery of the Port's operations.

Administration

This department is headed by the Vice-President and Corporate Secretary and is responsible for the efficient and effective delivery of the Port's administration.

Information Holdings

Program Records

Board of Directors
Description: Information relating to nominees, the Orders-in-Council appointing members, brief biographies and statements of qualifications.
Topics: Directors.
Program Record Number: NFPA BOD 025

Communications and Marketing
Description: Information relating to press releases, advertising, promotional events and community relations.
Topics: Media clippings; advertising; corporate identity; publications; speeches and presentations; promotions and events.
Program Record Number: NFPA COM 005

Environmental Services
Description: Information relating to environmental issues.
Topics: Management plan; habitat banking; hazardous materials inventory.
Program Record Number: NFPA ENV 010

Harbour Operations
Description: Information relating to traffic, vessels, safety, emergency planning, pollution and debris control.
Topics: Incidents; patrol operations; channel maintenance dredging; debris control; permits; marine emergency plan; bridge signals; aids to navigation.
Program Record Number: NFPA HOP 015

Property Management
Description: Information relating to the administration of North Fraser Port Authority properties, property leases, licenses, easements and title searches.
Topics: Title information; insurance; appraisals.
Program Record Number: NFPA PRO 020

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Employment and Staffing

Finance

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Particular Personal Information Banks

Access Request Data Bank
Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act.
Class of Individuals: General public.
Purpose: This bank processes access requests and reports the total number of requests processed.
Consistent Uses: This bank is used to report on the administration of the Access to Information and Privacy Acts.
Retention and Disposal Standards: Records are retained for two years after resolution and then destroyed.
RDA Number: 2002/001
Related PR#: NFPA PRN 930
TBS Registration: 004481
Bank Number: NFPA PPU 005

Applications for Employment
Description: This bank contains applications received from the general public for possible employment with the North Fraser Port Authority.
Class of Individuals: General public.

Purpose: Information may be used to fill vacancies in the North Fraser Port Authority for which applicants have suitable qualifications.
Consistent Uses: To provide a record of the information and documentation used in staffing positions.
Retention and Disposal Standards: Records are retained for one year then destroyed.
RDA Number: 2002/001
Related PR#: NFPA PRN 920
TBS Registration: 004482
Bank Number: NFPA PPU 010

Board of Directors
Description: This bank contains correspondence relating to nominees, the Orders-in-Council appointing members, brief biographies and statements of qualifications.
Class of Individuals: Candidates for appointment and appointees to the Board of Directors.
Purpose: The purpose of this bank is to assist in the appointment of individuals as directors of the North Fraser Port Authority.
Consistent Uses: To provide a record of the information and documentation used in the appointment of Directors.
Retention and Disposal Standards: Records are retained for five (5) years then transferred to National Archives.
RDA Number: 2002/01
Related PR#: NFPA BOD 025
TBS Registration: 004483
Bank Number: NFPA PPU 015

Properties
Description: This bank contains information on owners or tenants of properties.
Class of Individuals: General public.
Purpose: This bank is used to document property transactions between the North Fraser Port Authority and the general public such as leases, licences, sale, exchange or purchase of lands.
Consistent Uses: This bank is used to document the decision-making process in property matters.
Retention and Disposal Standards: Records are retained for five years then transferred to National Archives.
RDA Number: 2002/01
Related PR#: NFPA PRO 020
TBS Registration: 004484
Bank Number: NFPA PPU 020

Service Contracts
Description: This bank contains the terms and conditions of individuals or firms engaged under contract to the Authority.

Class of Individuals: General public.
Purpose: The purpose of this bank is to provide documentation relating to individuals and firms providing services to the Authority under contract.
Consistent Uses: This bank is used to record payment to individuals for income tax & budgetary purposes.
Retention and Disposal Standards: Records are retained for six years after completion then transferred to National Archives.
RDA Number: 2002/001
Related PR#: NFPA PRN 914
TBS Registration: 004485
Bank Number: NFPA PPU 025

Classes of Personal Information

In the course of conducting the programs and activities of the North Fraser Port Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the Records Retention Schedules for the general subject files in which they are stored.

Manuals

- Emergency Procedures Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the North Fraser Port Authority under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the North Fraser Port Authority.

Requests for further information about the North Fraser Port Authority may be directed to:

North Fraser Port Authority
7911 Grauer Road
Richmond, British Columbia V7B 1N4

Telephone: 604-273-1866
Facsimile: 604-273-3772
E-mail: info@nfpa.ca
Internet: www.nfpa.ca

Reading Room

Under the Access to Information Act, the North Fraser Port Authority has designated an area on the premises at the above address as the public reading room.

Northern Pipeline Agency Canada

Chapter 115

General Information

Background

The Northern Pipeline Agency (NPA) was created with the proclamation of the Northern Pipeline Act in April 1978, to oversee planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project by the Foothills Group of Companies. Pending resumption of planning and construction of the pipeline, the only office in the Agency that is staffed is the Office of the Commissioner, which maintains a small support staff.

Responsibilities

The Agency's mandate is twofold. It is required to carry out federal responsibilities in relation to the pipeline and facilitate the efficient and expeditious planning and construction of the pipeline taking into account local and regional interests, in particular those of native people. It is also responsible for maximizing the social and economic benefits from the construction and operation of the pipeline while at the same time minimizing any adverse effect on the social and environmental conditions of the areas most directly affected by the pipeline.

The Agency was designed to act as a single window between federal authorities and the Foothills Group of Companies, and between provincial and territorial governments, and the Government of the United States. In keeping with the Act, many regulatory powers of other federal departments and agencies related to the pipeline project have been delegated to the Agency. This is not the case for those powers reserved exclusively to the National Energy Board or shared between the Board and the Agency.

Legislation

• Northern Pipeline Act, R.S.C. 1985, c. N-26

Organization

Office of the Commissioner

As Agency headquarters, the Office provides support to both the Minister responsible for the Agency and the Commissioner. The Office is responsible for developing and consulting on major policy issues between the United States, the provinces, and federal departments and agencies, concerning the planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project.

Office of the Administrator

The Office exercises such powers and performs such duties and functions as the Minister may specify.

Office of the Designated Officer

The Office carries out responsibilities as required under the Northern Pipeline Act, and as may be delegated by order of the National Energy Board from time to time.

Information Holdings

Program Records

Advisory Councils
Description: Information on relations with Advisory Councils to assist the Minister and Commissioner in carrying out the objects of the Northern Pipeline Act.
Topics: Yukon Advisory Council, Federal-Provincial Advisory Council.
Program Record Number: NPA ADM 015

British Columbia Regional Office
Description: Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in British Columbia with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals.
Topics: Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information.
Program Record Number: NPA ADM 025

Delegated Authorities
Description: Information on the exercise and performance of certain powers, duties and functions delegated to the Northern Pipeline Agency by other government departments.

Topics: Delegation of authority from the National Energy Board; delegation of authority under the National Energy Board Gas Pipeline Regulations; delegation of authority under the Northern Pipeline Act.
Access: Files arranged by subject and construction zone.
Program Record Number: NPA ODO 040

Engineering and Operational File

Description: Information on all engineering aspects associated with the operational phase of the pipeline.
Topics: Analyses and tests; compressor stations; meter stations; pipeline stress; engineering surveillance; pipeline crossings.
Program Record Number: NPA EDU 100

Engineering Design and Development

Description: Information on the engineering design and development necessary before the construction of the pipeline.
Topics: Specifications and codes; analyses and tests; materials engineering; geotechnical design; pipeline design.
Program Record Number: NPA EDU 095

Environment

Description: Information on all aspects of the environment, including climatic conditions in areas through which the pipeline passes, any changes and their effects on pipeline construction.
Topics: Environmental impact settlement; biological effects; wildlife; pollution; permafrost, frost heave, and ice.
Program Record Number: NPA SEE 070

Government Programs

Description: Information on the powers and authorities delegated to the NPA by other federal departments and agencies, except the National Energy Board.
Topics: Permits and orders; land tenure and use; field surveillance scheduling and administration.
Program Record Number: NPA TRA 050

Industrial Benefits

Description: Information on the economic benefits to Canada of the construction of the Alaska Highway Gas Pipeline through the purchase of pipeline material.
Topics: Pipe procurement; valve procurement; turbine-compressor packages; fittings procurement; Canadian content.
Program Record Number: NPA TRA 055

Legal Affairs

Description: Information on the administration of legal matters; also opinions and decisions.
Topics: Policy; Commissioner of Oaths; interpretation and application of legislation.
Program Record Number: NPA ADM 030

Logistics Transportation

Description: Information on logistical plans and activities from the standpoint of their effects on transportation systems.
Topics: Transportation – pipe; air transportation systems; rail transportation systems.
Program Record Number: NPA TRA 045

Manpower

Description: Information on manpower planning, requirements, reporting, recruiting, training, orientation and compensation as they relate to construction of the Alaska Highway Gas Pipeline.
Topics: Information and recruitment; native hiring and opportunities; training and hiring preferences; manpower inventory; health plans, housing and work camps; contractor-union undertakings; female workers; statistics; manpower counts; construction manpower reports; surveillance manpower reports.
Program Record Number: NPA SEE 075

Policy

Description: Information on federal-provincial, intergovernmental and international relations and negotiations.
Topics: financing, construction, agreements, tariffs, gas exports and legislation.
Program Record Number: NPA COM 005

Project Scheduling and Monitoring

Description: Information on regulatory matters, construction scheduling and monitoring, cost control and critical path planning for the project.
Program Record Number: NPA SRU 090

Public Affairs

Description: Information on NPA public relations, community information, media liaison and employee communications.
Topics: Information services; advertising; communications strategies.
Program Record Number: NPA ADM 035

Right-of-Way

Description: Information on the acquisition of land for the construction of the pipeline or of any facilities associated with it.
Topics: Service of land owners; land acquisition status reports; right-of-way; grant of easement; applications for leave to take additional lands;

acquisition of work space; public hearings.
Program Record Number: NPA SRU 085

Agency Operations
Description: Information on all formal communications between NPA operational headquarters, regional offices, the Foothills Group of Companies, federal, provincial and territorial governments, industry and the public.
Topics: Corporations, companies and firms; government liaison; public relations.
Program Record Number: NPA ADM 010

Social and Cultural Issues
Description: Information on social and cultural matters, particularly as they relate to the effect of pipeline construction on the culture and livelihood of the indigenous peoples living along its route.
Topics: Trap-line compensation; loss of livelihood; native harvesting; archaeological sites; protection of recreational areas; burial sites.
Program Record Number: NPA SEE 065

Socio-economic Issues
Description: Information on socio-economic issues such as manpower, social services and employment opportunities; also issues related to the existence of the pipeline.
Topics: Social, economic and environmental effects; plans and plan schedules for pipeline construction; social services; opportunity measures; business opportunities; communities.
Program Record Number: NPA SEE 060

Surveillance Information
Description: Information on the day to day operations associated with pipeline and station construction.
Topics: Diaries and reports; daily field orders; construction progress reports; equipment reports; reports of non compliance.
Program Record Number: NPA SRU 080

Yukon Regional Office
Description: Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in the Yukon with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals.
Topics: Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information.
Program Record Number: NPA ADM 020

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Employment and Staffing

Human Resources

Particular Personal Information Banks

Access Request Data Bank
Description: The bank contains access request forms received from individuals requesting access to their files, the replies to such requests and information related to processing.
Class of Individuals: Employees, applicants for employment, and individuals providing services under contract.
Purpose: The bank provides information on access requests.
Consistent Uses: The bank records requests for access and provides information on periodic reports on requests.
Retention and Disposal Standards: Records are maintained for two years then destroyed.
RDA Number: 98/001
Related PR#: NPA PRN 930
TBS Registration: 000740
Bank Number: NPA PPU 020

Application for Employment
Description: The bank maintains an inventory of applicants from the general public or the federal government for employment with the Northern Pipeline Agency. It includes applications for employment, curricula vitae, letters of reference and other personal information. Individuals are identified by name. The Office of the Commissioner is responsible for this bank.
Class of Individuals: Applicants for employment in the Agency.
Purpose: The bank is used to identify applicants, their skills and abilities, work histories, or education for possible future appointments to the Agency staff.
Consistent Uses: The bank is used in the staffing of Agency positions.
Retention and Disposal Standards: Records held for two years past receipt or last administrative action, then destroyed.
RDA Number: 98/001
Related PR#: NPA PRN 929

TBS Registration: 000737
Bank Number: NPA PPU 005

Expenditure Records
Description: The bank contains documentation in support of expenses incurred by employees in the performance of their duties including authorization for expenditure, advances and claims.
Class of Individuals: Employees of the institution.
Purpose: The documentation in the bank is used to support payments to employees and is retained for the purposes of audit.
Consistent Uses: The bank is used in the administration and verification of expense claims of employees.
Retention and Disposal Standards: Records held for six years past the fiscal year in which the expense occurred the destroyed.
RDA Number: 98/001
Related PR#: NPA PRN 921
TBS Registration: 000739
Bank Number: NPA PPU 015

Service Contract Files
Description: The bank maintains information on individuals or firms engaged under contract. The files contain data referring to curricula vitae, rates charged for service, dollar values of contracts, terms of contracts and previous contracts.
Class of Individuals: Individuals performing services for the Agency either directly or through their firms.
Purpose: The bank was established to record information relating to individuals and firms providing services to the Agency under contract.
Consistent Uses: The bank is used to record information relating to persons and firms providing services to the Agency under contract and to control payments for such services.
Retention and Disposal Standards: Information is retained for 2 years, the destroyed.
RDA Number: 98/001
Related PR#: NPA PRN 920
TBS Registration: 000738
Bank Number: NPA PPU 010

Classes of Personal Information

Human Resources Planning and Management

Personal information about employees is also maintained in other departmental files and data bases held by various organizations involved in the human resource planning and management functions. Such systems are used to provide aggregated reports for the purpose of human resource planning and management and to assist in analysis of trends or developments. Although some of the information may be retrieved by a personal identifier, the databases are not used to provide information about individual employees nor to make any administrative decisions affecting individual employees.

Mailing Lists

This class includes correspondence and request cards from individuals regarding departmental mailing lists for publications. The information is used for amending addresses and to add or delete individual names on mailing lists, which are retained permanently. The correspondence and request cards are retained until the mailing list has been amended.

Public Opinion Research

This is a class of records generated by departmental officials who conduct public opinion research on a vast spectrum of topics related to the mandate and mission of the Department of Natural Resources. Retrievable records consist of data gathering instruments, such as, but not exclusively, questionnaires that may contain personal information revealing the identity of the research subject. Data contained in this class of records are not used for administrative purposes. Individuals seeking access to these records must provide the title of the research project in which they participated, the location and the date of the research, and any other data that may help to identify and locate the personal information they are seeking.

Manuals

- Office of the Designated Officer

- Designated Items – Procurement Program

- Engineering and Technical Orders

- Environmental Terms and Conditions

- Schedule III to the Northern Pipeline Act

- Socio-economic Terms and Conditions

- Policy and Programs

- Alaska Highway Gas Pipeline Project Report on Transportation and Logistics – August 1, 1980, and March 1, 1981; also February 27, 1981

- Alaska Highway Pipeline Project, Logistics – August 1980

- Manual of Internal Administration

- Scheduling and Regulatory

- Consolidated Monthly Progress Reports

- Final Design Cost Estimate Phase I, Eastern Leg – December 1980

- Final Design Cost Estimate Prebuild, Western Leg – April 1980

- Final Design Cost Estimate Prebuild, Western Leg Re-submission – September 1980

- Phase 1 Progress Report

- Reports of Non compliance Issued to Foothills by Surveillance Officers

- Station Construction Reports

- 1982 Operations and Maintenance Expense Budget, Zone 7 and 8

- Engineering Design

- Commissioning

- Compressor Stations

- Crossings

- Flow Studies

- Leave to Open

- Monitoring Procedures

- Operator's Manual

- Pipeline and Compressor Testing and Acceptance Plans

- Regulatory Submission Schedules

- Stress Analyses, Frost Heave, Settlement, Muskeg, Pipe Stability, Earthquake

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Agency and its various programs and functions may be directed to:

NRCan ATIP Coordinator
Jean Boulais
580 Booth Street, 11th Floor, DI
Ottawa, Ontario K1A 0E4

Telephone: 613-995-1305
Facsimile: 613-995-0693

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

NRCan ATIP Secretariat
580 Booth Street, 11th Floor, DI
Ottawa, Ontario K1A 0E4

Telephone: 613-995-1236
Facsimile: 613-995-0693

Northwest Territories Water Board

Chapter 116

General Information

Background

The Northwest Territories Water Board was established under section 7 of the Northern Inland Waters Act, which was proclaimed on February 28, 1972. In June 1992 this Act was repealed, and the Northwest Territories Waters Act was promulgated. The Northern Inland Waters Regulations were promulgated on September 14, 1972. In June 1993 these Regulations were revoked and replaced with the Northwest Territories Waters Regulations. The Board held its founding meeting in Yellowknife, N.W.T. on April 8, 1972.

Responsibilities

The Board provides for the conservation, development and use of the water resources of the Northwest Territories in a manner that will provide the optimum benefit for all Canadians, and for the residents of the Territories in particular. Under the Act an application must be made to the Board and a licence issued prior to the use of any waters or disposal of any waterborne waste. The requirement for application applies equally to departments and agencies of the federal government. The only exclusions are the use of water for domestic purposes, for extinguishing a fire or, in an emergency, for controlling or preventing a flood.

Legislation

- Northwest Territories Waters Act

- Northwest Territories Waters Regulations

Organization

The Board consists of not fewer than three and not more than nine members appointed by the Minister of Indian Affairs and Northern Development. It is made up of at least one nominee from those departments of the Government of Canada which, in the opinion of the Governor in Council, are most directly concerned with the management of the water resources in the Northwest Territories, and at least three persons named by the Commissioner in Council of the Northwest Territories.

Professional and technical staff is provided by the Minister of Indian Affairs and Northern Development to help conduct the business of the Board and its activities. A Technical Advisory Committee was established in 1973 to provide a forum for the discussion of technical matters related to applications for use of water and waste disposal.

Information Holdings

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Budgets

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Office Applicances

Personnel

Procurement

Training and Development

Travel

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Travel

Manuals

- NWT Water Board Guidelines

- NWT Water Board Questionnaires for Water Licence application

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various programs and functions may be directed to:

Executive Assistant
Northwest Territories Water Board
Goga Cho Building, 2nd Floor
P.O. Box 1326
Yellowknife, Northwest Territories X1A 2N9

Telephone: 867-765-0106
Facsimile: 867-765-0114
E-Mail: info@nwtwb.com
Internet: www.nwtwb.com

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

Goga Cho Building, 2nd Floor
Yellowknife, Northwest Territories

Nunavut Water Board

Chapter 117

General Information

Background

The Nunavut Water Board was established under Article 13 of the Nunavut Land Claims Agreement and section 14 of the Nunavut Waters and Nunavut Surface Rights Tribunal Act, proclaimed on April 30, 2002. The Northwest Territories Waters Regulations promulgated on June 8, 1993 continue to apply in Nunavut until they are replaced or repealed as per s. 173 of the above mentioned Act.

Responsibilities

The Board provides for the conservation and utilization of waters in Nunavut, except in a National Park, in a manner that will provide the optimum benefit from those waters for the residents of Nunavut in particular and Canadians in general. Under the Act, any use of water or deposit of waste into water must be approved by the Board. The requirement to obtain approval of the Board applies equally to departments and agencies of the federal and territorial government. The only exclusions are the use of water for domestic purposes, for extinguishing a fire or, in an emergency, for controlling or preventing a flood.

Legislation

- Nunavut Waters and Nunavut Surface Rights Tribunal Act (2002, c. 10)-;

- Northwest Territories Waters Regulations (SOR/93-303);

- Nunavut Water Board Order (SOR/2002-253)

Organization

The Board consists of nine members, including the Chairperson who is also the Chief Executive Officer of the Board, appointed for a term of three years by the Minister of Indian Affairs and Northern Development. The following rule applies to the appointment of members, other than the Chair:

One half of the members shall be appointed on the nomination of the designated Inuit organization; one quarter of the members shall be appointed on the nomination of: the territorial minister responsible for renewable resources, and the territorial minister or ministers designated by an instrument of the Executive Council of Nunavut; and one quarter of the members shall be appointed by the Minister of Indian Affairs and Northern Development.

The Board employs officers and employees and engage the services of agents, advisers, and experts, as are necessary for the proper conduct of its business, and fixes the terms and conditions of their employment or engagement and pay their remuneration.

Information Holdings

Program Records

Application File (Blue File)
Description: An Application File is open for every application accepted by the Board, and contain a copy of the application and of all supporting documents, all records from any public hearing held in connection with the application, all correspondence and documents submitted to the Board by interested persons in respect of that application. It also contains engineering and design plans, construction schedules, as-built drawings, technical submissions; correspondence between the Board and the applicant. The Application File is closed when the Board approves (or not) the application.
Topics: All correspondence related to an application up until it is approved by the Board.
Access: The Application Files can be viewed by the public between 8:30 a.m. and 5 p.m., Monday to Friday except on Statutory Holidays and floating Winter break.
Format: Paper.
Program Record Number: NWB 001

Public Register
Description: Official Public Register.
Topics: By law, the Public Register shall be in the form of one or more application (generally, a Public Register is held for every licence issued by the Board) and shall contain a copy of the application and of all supporting documents, all records from any public hearing held in connection with the application, a copy of any licence issued in respect of the application and the reasons for the decision,

and all correspondence and documents submitted to the Board in respect of compliance with the licence issued in respect of the application. It also contains engineering and design plans, construction schedules, as-built drawings, technical submissions; correspondence between the Board and the applicant, and interventions from interested persons.

Access: The Public Registry is open to the public between 8:30 a.m. and 5 p.m., Monday to Friday except on Statutory Holidays and floating Winter break.

Format: Paper.

Program Record Number: NWB 002

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pension and Insurance

Personnel

Proactive Disclosure

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Internal Disclosure of Wrong Doing in the Work-Place

Personnel Security Screening

Travel

Manuals

- NWB Administration Manual

Additional Information

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

Boardroom, Nunavut Water Board Building Gjoa Haven, Nunavut X0B 1J0

Office of the Commissioner of Official Languages

Chapter 118

Note: This institution is not subject to the Access to Information Act.

General Information

Background

The terms of reference of the Commissioner of Official Languages (COL) are set out in the Official Languages Act ("Act"). This legislation came into effect on September 15, 1988. The Commissioner's terms of reference consist in taking all measures with a view to ensuring recognition of the status of each of the official languages and compliance with the spirit and intent of the Act in the administration of the affairs of institutions subject to the Act, including ensuring the advancement by federal institutions of English and French in Canadian society.

Responsibilities

The Commissioner is a language ombudsman who reports to Parliament. She performs her duties by conducting investigations, either pursuant to any complaints received, or on her own initiative. The Commissioner also conducts studies and carries out follow-ups on recommendations she has made. The Commissioner also informs members of the public, the official language minority communities, Parliament and agencies subject to the Act about her role and the provisions of the Act. The Commissioner's terms of reference embrace the entire federal administration: departments, agencies, Crown corporations and agencies whose enabling legislation states that they are subject to the Act.

Legislation

* Official Languages Act

* Official Languages (Communications with and Services to the Public) Regulations

Organization

The Office of the Commissioner of Official Languages has a single program with one activity. The Program is administered by four branches: Policy and Communications, Investigations, Corporate Services and Legal Affairs. The Commissioner reports to Parliament, and the Prime Minister is the Minister responsible for all of the Office's financial activities.

Information Holdings

Particular Personal Information Banks

Applications for Employment
Description: This bank contains information on individuals who have submitted an unsolicited application for employment to the Office of the Commissioner of Official Languages. This bank may also contain applications for employment, curriculum vitae, reference letters and acknowledgements.
Class of Individuals: Individuals interested in securing employment with the Office.
Purpose: These records are consulted when employment vacancies arise.
Consistent Uses: There are no consistent uses.
Retention and Disposal Standards: These records are kept for two years and then destroyed.
RDA Number: 98/005
Related PR#: COL 0420-6
TBS Registration: 003791
Bank Number: COL PPU 030

Documentation Requests by Members of Parliament and Senators
Description: This bank contains information on members of Parliament and Senators, and their assistants, to whom information produced by the Office of the Commissioner of Official Languages is distributed. The information filed comprises: name, address, telephone number and official language preference of the member of Parliament or Senator, and an indication of the information requested and delivered.
Class of Individuals: Members of Parliament, Senators and/or their assistants.
Purpose: For distribution, analytical and statistical purposes.
Consistent Uses: This bank is used mainly for the purpose of distributing information related to official languages, with the occasional analysis and statistics being produced to support this purpose.
Retention and Disposal Standards: Records are destroyed after five years.

RDA Number: 95/026
Related PR#: COL 0500-1
TBS Registration: 003450
Bank Number: COL PPU 016

Investigations
Description: Complaint files and various study working papers document the nature, extent and scope of various types of linguistic study work performed and of complaints investigated. Files are also kept on requests for information regarding official languages. In addition, a computerised database contains essential information on the subject and results of complaints and investigations.
Class of Individuals: Individuals who file complaints with the Commissioner of Official Languages and individuals contacted by the Office for investigation or study purposes. Also, individuals or groups who have presented a request for information.
Purpose: The information in these files is used to support conclusions drawn, and recommendations made, by the Commissioner of Official Languages in the performance of her duties pursuant to the Official Languages Act. Requests for information on official languages issues are kept for analytical and statistical purposes.
Consistent Uses: In accordance with the requirements of the Official Languages Act, the Commissioner reports annually to Parliament on matters which she considers to be of significance arising out of the investigations, studies and follow-ups on her recommendations conducted in the performance of her statutory mandate. Every precaution is taken in these circumstances to eliminate personal information from the report involved in order to protect privacy. The reports on studies conducted by the Commissioner are published and are accessible to the public. Investigation reports on complaints are provided only to the parties concerned. The information in complaint investigation files and in the computerized database is confidential in accordance with the provision of sections 60 and 72 to 74 of the Act.
Retention and Disposal Standards: Files pertaining to complaints, studies and follow-ups are retained for twenty years; the files which were subjected to a court remedy are then tranferred to Library and Archives Canada as historical records; the others are destroyed. Information requests in a given file or set of files are retained for three years and then destroyed.
RDA Number: 95/026

Related PR#: COL 1970-1
TBS Registration: 001261
Bank Number: COL PPU 005

Litigation Files
Description: This bank contains information on legal proceedings of a civil or criminal nature in which the Commissioner of Official Languages of Canada is a party, a mis en cause (forced intervener) or an intervener, including proceedings before provincial and federal courts. It includes pleadings, briefs, appeal files, transcript and statements of evidence, writs, opinions and related correspondence. The greater part of the information contained in the bank is obtained from the relevant court registry files.
Class of Individuals: Persons who have been involved in civil or criminal proceedings involving the Commissioner of Official Languages as a party, a mis en cause or an intervener, including members of the public, a Crown agency or Crown servant.
Purpose: The material in this bank is retained to enable the Legal Services of the Office of the Commissioner to carry out their duties as legal advisors.
Consistent Uses: There are no consistent uses.
Retention and Disposal Standards: Litigation files are retained for twenty years and then transferred to Library and Archives Canada as historical records.
RDA Number: 95/026
Related PR#: COL 1977-1
TBS Registration: 003790
Bank Number: COL PPU 025

Office of the Commissioner of Official Languages (OCOL) Information Distribution
Description: Files kept are on individuals and organisations to whom information produced by the Office of the Commissioner is distributed. The information filed comprises: name, address, occupation, telephone and FAX numbers, electronic mail address, and official language preference of the individual or organisation, and an indication of the information requested.
Class of Individuals: The files contain the name of individuals who have requested information and of persons in positions of official language significance designated for receipt of information. Subcategories include: federal and provincial political representatives; public servants; official language minorities; media; libraries; educators; and interested citizens.
Purpose: For distribution, analytical and statistical purposes, files are kept on individuals and

organizations who receive information produced by the OCOL.

Consistent Uses: This bank is used mainly for the purpose of distributing information related to official languages, with the occasional analysis and statistics being produced to support this purpose.

Retention and Disposal Standards: Six thousand nine hundred names and records are stored electronically on a permanent distribution list which is updated annually. The names are removed immediately upon request of the person or after a move with no forwarding address.

RDA Number: 95/026

Related PR#: COL 500-1

TBS Registration: 001262

Bank Number: COL PPU 010

Opinions, Observations and Representations

Description: This file contains information on individuals who wish to express their opinion or to make observations or representations to the Office of the Commissioner of Official Languages with respect to any matter pertaining to the mandate of this Office that is not a complaint or a request for information.

Class of Individuals: General public

Purpose: The purpose of this bank is to answer correspondence received.

Consistent Uses: It is also used for data research purposes in order to reply to subsequent correspondence.

Retention and Disposal Standards: Records are destroyed after five years.

RDA Number: 95/026

Related PR#: COL 0107-3

TBS Registration: 003337

Bank Number: COL PPU 015

Privacy Act Requests

Description: This bank contains requests for access under the Privacy Act, the replies to such requests and any other information relevant to the processing of the requests.

Class of Individuals: Individuals requesting access to certain documents or files of the Office of the Commissioner of Official Languages.

Purpose: This bank was compiled to maintain records of requests for access to personal information and to facilitate the processing of such requests.

Consistent Uses: The information is used to process requests and for research and statistical purposes.

Retention and Disposal Standards: Records are retained for a period of five years after last administrative action has been taken, after which records are destroyed.

RDA Number: 98/001

Related PR#: COL 0103-1

TBS Registration: 003336

Bank Number: COL PPU 020

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Relocation

Travel

Classes of Personal Information

Policy and Communications, and Legal Services

In order to keep abreast of trends, and with a view to ensuring recognition of the status of Canada's official languages in co-operation with individuals and organisations, the Policy and Communications Branch and the Legal Services Branch keep some information on those organisations and individuals with whom it is necessary for the OCOL to communicate on a regular basis, to obtain or verify information having to do with: minority official language rights; languages and education; federal official languages programs; and private sector initiatives in the area of official languages. At this point, these files are mainly in the form of lists of names and addresses; they do not contain any personal information beyond that which is necessary to identify the person and/or organisation. They are located in Ottawa and in the five regional offices – Edmonton, Winnipeg, Toronto, Montreal and Moncton.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Privacy Act.

Requests for further information about the Office and its program and functions may be directed to:

Office of the Commissioner of Official Languages
344 Slater Street, 3rd Floor
Ottawa, Ontario K1A 0T8

Telephone: 613-996-6368
Toll-free: 1-877-996-6368
E-mail: message@ocol-clo.gc.ca
Internet: www.ocol-clo.gc.ca

Reading Room

Library
344 Slater Street, 3rd Floor
Ottawa, Ontario K1A 0T8

Telephone: 613-996-6368

Office of the Correctional Investigator

Chapter 119

General Information

Background

The Office of the Correctional Investigator is established under Part III of the Corrections and Conditional Release Act S.C. 1992 c.20. The Office investigates problems of offenders under Federal jurisdiction and reports findings and recommendations to the Correctional Service of Canada, the Solicitor General and Parliament as set out in the Act.

The Correctional Investigator is appointed by Cabinet and operates independently of the Correctional Service. He has complete discretion with respect to whether, and how, to investigate offender complaints. He may also institute investigations of his own initiative.

The Correctional Investigator submits an Annual Report on his activities to the Solicitor General by June 30 of each year. The Solicitor General must table this Report in both Houses of Parliament within the next thirty days during which Parliament is in session. The Correctional Investigator may also submit Special Reports to the Solicitor General on urgent topics and these must also be tabled within thirty sitting days.

Responsibilities

The Correctional Investigator investigates and reports on the problems of inmates that come within the responsibility of the Solicitor General of Canada (other than those problems raised on complaint in certain defined circumstances). Investigations are undertaken at the request of the Solicitor General, on the Investigator's own initiative, or upon complaint from or on behalf of inmates as defined in the Penitentiary Act.

Legislation

- Corrections and Conditional Release Act

- Correction and Conditional Release Regulations

Organization

The Office of the Correctional Investigator comprises 29 staff under the direction of an Executive Director and two Directors of Investigation. Investigators are assigned to specific institutions on a periodic rotational basis. All staff is located in the Ottawa office and visits institutions several times each year.

Information Holdings

Program Records

Inmate Affairs – Case Files
Description: All correspondence on individual inmate complaints, which form the case tracking system; also reports of interviews with complainants.
Topics: Complaints, investigations, interviews, visits.
Access: Files are stored sequentially by Finger Print Service (FPS) number.
Format: Electronic and/or hard copy.
Program Record Number: CIC CIN 030

Inmate Affairs – General Topics
Description: Information on certain policies of the Correctional Service of Canada; press clippings on the Correctional Service of Canada.
Topics: Policy on inmate disciplinary boards; claims against the Crown; inmate pay; family visiting.
Program Record Number: OCI CIN 025

Inmate Affairs – Special Enquiries and Reports
Description: Special reports compiled on the initiative of the Office or at the request of the Solicitor General of Canada.
Topics: Enquiry at Millhaven into an incident in 1975; incident at Dorchester in 1980.
Program Record Number: OCI CIN 020

Inmate Affairs – Annual Reports
Description: Information and statistics collected and published in Annual Reports.
Topics: Annual reports, statistics.
Access: Files arranged by year of report.
Program Record Number: OCI CIN 015

Penal Institution Organizations, Committees and Groups
Description: Information on contact with inmate committees and other groups both inside and outside the institutions.
Topics: Inmate committees.

Access: Files arranged by institution or name of group, and by region.
Program Record Number: OCI CIN 010

Penal Institutions

Description: Correspondence advising institutions of visits by the Office of the Correctional Investigator; also requests for information on the administration of that institution.
Topics: Visits, investigations.
Access: Files arranged by institution and by region.
Program Record Number: OCI CIN 005

Particular Personal Information Banks

Offender Complaints and Investigations

Description: Each file, within the case tracking system, contains records [notes, correspondence and documents] related to the issues raised by the offender and the office's responses in the form of interviews with the offender, inquiries and research undertaken and findings and recommendations. Information may relate to the full range of personal information described in the Privacy Act, including, but not restricted toage, sex, addresses, criminal and employment history, medical condition and treatment identifying numbers, personal views and private correspondence.
Class of Individuals: Current or former federally-sentenced offenders, either incarcerated or under conditional release.
Purpose: All information is gathered for the purpose of dealing with, and attempting to resolve, offender problems and of reporting on these to the Commissioner of Corrections, the Solicitor General or Parliament, in the manner and in the circumstances provided in Part III of the Corrections and Conditional Release Act. Personal information is used exclusively for these purposes. Personal information may be disclosed to third parties only where doing so would assist staff in arriving at findings or recommendations or in connection with prosecution for perjury or for an offence against the Correctional Investigator under Part III of the Corrections and Conditional Release Act. Third parties could normally include government staff – usually Correctional Service, Solicitor General Secretariat or National Parole Board employees and relatives, legal counsel or support groups of offenders. In practice, disclosure of personal information, even under the above provisions, is strictly limited.

Retention and Disposal Standards: Records are retained in our offices for 3 years and then kept in a separate storage facility for 7 years, after which they are sent to National Archives.
RDA Number: 95/013
Related PR#: OCI CIN 030
TBS Registration: 004140
Bank Number: OCI PPU 005

Classes of Personal Information

The class contains personal information which does not qualify as a bank of information but has reached the Office of the Correctional Investigator as a result of such activities as visits by Correctional Investigator staff to institutions, requests for particulars concerning administrative policies at all levels, minutes of meetings with various inmate committees, or with institutional and volunteer groups. When requesting access, an individual must provide the name of the institution about which information is requested and the approximate date of the event prompting the information held.

Manuals

- Commissioner's Directives
- Institutional Standing Orders
- Regional Instructions

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Office and its various programs and functions may be directed to:

Office of the Correctional Investigator
P.O. Box 2324, Station D
Ottawa, Ontario K1P 5W5

Telephone: 613-990-2692

Reading Room

The Office of the Correctional Investigator shares a public reading room with other agencies of the Solicitor General. The address is:

340 Laurier Avenue West
Ottawa, Ontario

Office of the Inspector General of the Canadian Security Intelligence Service

Chapter 120

General Information

Background

In July 1984, the Canadian Security Intelligence Service Act (CSIS Act) established the position of Inspector General, independent of CSIS, internal to the Government and reporting to the Minister of Public Safety and Emergency Preparedness.

The Inspector General, appointed by the Governor in Council, serves as the Minister's internal auditor for CSIS, supplementing the advice received from the Deputy Minister with an independent means of assurance that CSIS is complying with the law, ministerial direction and operational policy.

Responsibilities

The CSIS Act requires the Inspector General to: monitor the compliance by CSIS with its operational policies; review the operational activities of CSIS, including such reviews as the Security Intelligence Review Committee (SIRC) may direct, and submit to the Solicitor General certificates stating the extent to which the Inspector General is satisfied with each report submitted by the CSIS Director under section 33 of the CSIS Act. The certificates must also indicate whether any act or thing done by CSIS in the course of its operational activities during the period to which a report relates is, in the opinion of the Inspector General, not authorized by or under the CSIS Act, contravenes any directions issued by the Minister of Public Safety and Emergency Preparedness, or involves an unreasonable or unnecessary exercise by CSIS of any of its powers.

Legislation

- Canadian Security Intelligence Service Act

Organization

For administrative purposes, the Office of the Inspector General forms part of the Department of Public Safety and Emergency Preparedness. The Office of the Inspector General consists of an Inspector General, an Assistant Inspector General, a Director of Research and Review Officers. The Office of the Inspector General develops and implements plans for monitoring and reviewing

CSIS operational activities; assists the Inspector General in undertaking specific reviews requested by the Minister of Public Safety and Emergency Preparedness or the Security Intelligence Review Committee; and advises the Inspector General respecting the review of CSIS operational programs.

Information Holdings

Program Records

Access to Information and Personal Information Requests
Description: Information concerning requests for access to the Office records under the Access to Information Act and the Privacy Act; replies to such requests and relevant information related to their processing. Information is used to process requests and for statistics purposes.
Topics: Miscellaneous subjects directly related to the Inspector General's statutory and executive functions.
Program Record Number: OIG AIP 005

CSIS Documents
Description: Documentation provided by CSIS relating to its operational activities and policies. This material is returned to CSIS when no longer required by the Inspector General for current reference purposes.
Topics: Miscellaneous subjects directly related to CSIS operations.
Access: By subject.
Format: Hard copy.
Program Record Number: OIG OPS 010

Policy, Standards and Operations
Description: Planning, descriptive and analytic material relating to the reviewing, monitoring and reporting responsibilities of the Inspector General; information respecting the administration of the Office of the Inspector General, including general correspondence, and final reports and recommendations, including the certificates of the Inspector General.
Topics: Miscellaneous subjects directly related to the Inspector General's statutory and executive functions.

Access: By subject.
Format: Hard copy.
Program Record Number: OIG OPS 005

Security Information
Description: Information concerning matters of national security required by the Inspector General for general reference purposes.
Topics: Miscellaneous subjects directly related to national security issues, interests and programs.
Access: By originator's title and subject.
Format: Hard copy.
Program Record Number: OIG OPS 015

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Business Continuity Plans

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

The Department of Public Safety and Emergency Preparedness (PSEPC) holds these records for our Office.

Particular Personal Information Banks

Applications for Employment
Description: This bank contains information on individuals who have submitted written applications for employment to the Office of the Inspector General. It contains letters, completed application forms, résumés, letters of reference and, normally, letters from the Office of the Inspector General acknowledging receipt of applications. Records are organized alphabetically, by surname.
Class of Individuals: Individuals who are interested in securing employment with the Office of the Inspector General.
Purpose: These records are used for reference when vacancies arise.
Consistent Uses: None
Retention and Disposal Standards: These records are kept for a minimum of two years and then destroyed.
RDA Number: 98/005
Related PR#: OIG PRN 920
TBS Registration: 001900
Bank Number: OIG PPU 010

Records Access Request Bank
Description: This bank contains requests for information, responses to requests, and information relating to the processing of requests. It contains the name, address and telephone number of the person making the request, as well as other information provided in the request form. Requests are assigned numbers and organized by fiscal year.
Class of Individuals: Individuals who have submitted requests to the Office of the Inspector General.
Purpose: This bank enables the Office of the Inspector General to administer the Access to Information Act and the Privacy Act.
Consistent Uses: The information in this bank is used only for the purpose for which it was collected.
Retention and Disposal Standards: These records are kept for a minimum of two years and then destroyed.
RDA Number: 98/005
Related PR#: OIG AIP 005
TBS Registration: 001901
Bank Number: OIG PPU 015

Classes of Personal Information

The Inspector General does not administer a personal information collection program. However, while carrying out her official duties, she may incidentally accumulate personal information that is not contained in the information banks described in this entry. Such information exists in fragmentary form throughout the files maintained at the Office of the Inspector General. It relates to the performance of the Inspector General's statutory and executive functions. Some of this information, originally collected by CSIS, forms part of CSIS records and pertains to specific CSIS activities that are, from time to time, monitored or reviewed by the Inspector General. Other portions have been generated internally, by other government agencies or by the general public in the form of opinions and enquiries. This information is not intended to be used by the Office of the Inspector General for any administrative purpose affecting individuals. The information may include names, addresses or professions, and is normally retrievable only if specific subjects, events or dates are provided.

Manuals

- Reference Manual for Review Officers : Office of the Inspector General of CSIS, May 2004

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information respecting the Office of the Inspector General may be directed to:

The Office of the Inspector General of the Canadian Security Intelligence Service – Department of Public Safety and Emergency Preparedness
Sir Wilfrid Laurier Building
340 Laurier Avenue West, 11th Floor
Ottawa, Ontario K1A 0P8

Telephone: 613-990-2907

Reading Room

The reading room of the Department of Public Safety and Emergency Preparedness has been designated as the reading room for the Office of the Inspector General of CSIS. The address is:

Sir Wilfrid Laurier Building
340 Laurier Avenue West, 1st Floor
Ottawa, Ontario

Office of the Ombudsman, National Defence and Canadian Forces

Chapter 121

The annual update for this institution was not received for inclusion in the 2006-2007 version of this Info Source publication. The following is from the 2005-2006 version of Info Source.

General Information

Background

On June 15, 1998 the Office of the Ombudsman for National Defence and the Canadian Forces was established, as a place for employees and Canadian Forces members to turn for information and assistance. The Ombudsman's mandate was established by Ministerial Directives, updated on September 5, 2001.

The Office is part of the Department of National Defence and Canadian Forces, however, it operates independently from the management and chain of command of the Department of National Defence and Canadian Forces. The Minister of National Defence, under section 73 of the Access to Information Act and section 73 of the Privacy Act, has delegated his authority in respect of records maintained by the Office, to the Ombudsman. Requests for records are processed independently of the Department of National Defence Access to Information and Privacy Office. The Office of the Ombudsman deals directly with the Offices of the Information and Privacy Commissioners.

Responsibilities

The Ombudsman is designated under section 5 of the National Defence Act to act on the Minister's behalf, as a neutral and objective sounding board, mediator and reporter on matters related to the Department of National Defence and the Canadian Forces. The Ombudsman's Mandate is set out in Departmental Administrative Orders and Directives (DAOD) 5047-1 Ministerial Directives Respecting the Ombudsman for the Department of National Defence and the Canadian Forces, amended September 5, 2001.

The Ombudsman is a place to turn for information about existing channels of assistance and redress within the Department of National Defence and Canadian Forces. The Ministerial Directives give the Ombudsman the authority to investigate complaints where other mechanisms are not available. Findings and recommendations are addressed at the lowest level of authority that can take effective action. The Ombudsman is independent of the Canadian Forces chain of command and departmental management, reporting directly to the Minister of National Defence.

Under the Mandate, the Ombudsman is required to submit an Annual Report to the Minister of National Defence, which is tabled in the House of Commons by the Minister of National Defence. The Ombudsman may also issue reports concerning any investigation or other matter within the mandate of the Ombudsman if it is in the public interest to do so.

Legislation

- Ministerial Directives Respecting the Ombudsman for the Department of National Defence and the Canadian Forces (Departmental Administrative Orders and Directives (DAOD) 5047-1)

- National Defence Act

Organization

Ombudsman

Appointed by the Governor in Council, the Ombudsman acts under authority delegated by the Minister of National Defence pursuant to Section 5 of the National Defence Act. The Ombudsman reports directly to the Minister of National Defence.

Director General, Operations

Reports to the Ombudsman. Overall responsibility for all policies, procedures and operations to implement and carry out the Ombudsman's mandate.

Director, Investigations

Reports to the Director General, Operations. Responsible for managing complaints, directing investigations, and preparing reports for the Ombudsman.

Director, Special Ombudsman Response Team

Reports to the Director General, Operations. Responsible for managing, directing investigations, and preparing reports for the Ombudsman on complaints raising systemic issues often affecting large segments of the Department of National Defence and Canadian Forces community.

General Counsel

Reports to the Ombudsman. Responsible for legal advice and guidance on the Ombudsman's mandate and on other matters related to the operation of the office and the handling of cases. Also fills role of Access to Information and Privacy Coordinator.

Director, Communications

Reports to the Ombudsman. Responsible for providing strategic advice and direction on communications to the Ombudsman. Manages all internal and external communications and the creation of communications and outreach products.

Comptroller

Reports to the Ombudsman. Responsible for finance and resources management of the Ombudsman's office including preparation of business plans, budgets, financial forecasts, reports and financial analysis. Also responsible for office security.

Information Holdings

Program Records

Access to Information and Privacy Acts Policies
Description: Information on the Office of the Ombudsman policies and procedures regarding the Access to Information Act and the Privacy Act.
Topics: Policy, procedures and report files; access to information and personal information bank files, updates to Info Source; liaison with other government departments; policies and procedures governing access to and release of information and the application of exemptions; statistics and activity reports.
Access: By subject.
Program Record Number: NDCFO ATIP 005

Operations
Description: Information on aspects of the operation of the Ombudsman's office, including records on the development of the Ombudsman's mandate, and policy and procedures in carrying out the mandate that are not included in Standard Program Records.
Topics: Development and negotiation of the Ministerial Directives; policies and procedures concerning the carrying out of the Ministerial Directives; assessment of the functioning and evolution of the Ministerial Directives.
Access: By subject.
Program Record Number: NDCFO OPE 010

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Physical Security

Particular Personal Information Banks

Ombudsman Complaint and Investigation Files
Description: Records in this bank consist of information about complainants and other individuals involved in investigations. (Not all complaints result in investigations, and some investigations are initiated by the Minister or the Ombudsman.) The files consist of: intake forms, correspondence and records of interviews with complainants and other individuals; material given to the Ombudsman staff by the complainant, DND/CF personnel, and other persons in the course of investigations; waiver and consent forms signed by complainants and other individuals; activity logs, memoranda, findings and recommendations.
Class of Individuals: This bank applies to members and former members of the CF and Cadets; applicants to the CF; employees and former employees of DND; employees or former employees of the Staff of non-Public Funds, CF; members of the immediate family of the above; and members of foreign armed forces serving, attached or seconded to the CF.
Purpose: The purpose of this bank is to collect information to assess complaints, initiate investigations, review evidence and produce findings and recommendations.
Consistent Uses: Information is used to identify and substantiate systemic problems, and contribute to improvements in the welfare of the

DND and CF community. It can also be used for research and statistical purposes. Where evidence of a criminal act or breach of the Code of Service Discipline is found during an investigation, the Ombudsman may report the matter to the Provost Marshal or appropriate civilian police authority.
Retention and Disposal Standards: Documents will be kept for a minimum of 5 years. Retention and Disposal standards are currently being reviewed by Library Archives Canada.
RDA Number: TBD
Related PR#: NDCFO OPE 010
TBS Registration: 005158
Bank Number: NDCFO PPU 010

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Manuals

The Ombudsman's Office uses the same administrative and procedural manuals as DND. The Ombudsman's Office is in the process of developing a policy and procedures manual for carrying out its mandate.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Office of the Ombudsman, National Defence and Canadian Forces may be directed to:

Office of the Ombudsman, National Defence and Canadian Forces

Urbandale Building
100 Metcalfe Street, 12th Floor
Ottawa, Ontario K1P 5M1

Telephone: 613-992-0787 (General Enquiries)
Telephone: 613-992-6962 (Media Enquiries)
Toll-Free: 1-888-828-3626
Facsimile: 613-992-3167
Internet: www.ombudsman.forces.gc.ca

Reading Room

In accordance with the Access to Information Act, an area in the Office of the Ombudsman has been designated as a public reading room. The address is:

Ombudsman National Defence & Canadian Forces
Urbandale Building
100 Metcalfe Street, 12th Floor
Ottawa, Ontario K1P 5M1

Office of the Registrar of Lobbyists

Chapter 122

General Information

Background

In 1994, under Industry Canada, the Office of the Ethics Counsellor was created to administer the Conflict of Interest and Post-Employment Code for Public Office Holders, as well as to undertake the federal lobbyists' registration function as per the Lobbyists Registration Act.

In May 2004, Bill C-4, an Act to amend the Parliament of Canada Act (Ethics Commissioner and Senate Ethics Officer) and other Acts in Consequence, came into force and created separate positions for the Ethics Commissioner, who became an Officer of Parliament and the Registrar of Lobbyists, whose office remained under Industry Canada as the Lobbyists Registration Branch. In November of 2005, the Lobbyists Registration Branch at Industry Canada moved from 235 Queen Street, Ottawa, Ontario to 255 Albert Street, Ottawa, Ontario and became the Office of the Registrar of Lobbyists, an independent entity within Industry Canada.

On February 6th 2006, the Office of the Registrar of Lobbyists was transferred from Industry Canada to the Treasury Board portfolio as a stand-alone organization.

Responsibilities

The Office of the Registrar of Lobbyists is responsible for establishing and maintaining the registry of lobbyists under the Lobbyists Registration Act (Act), which lists the information on all registered lobbyists and their activities that are required under the Act. The Registrar issues advisory opinions and interpretation bulletins regarding the Act. The Registrar also has responsibility for the development of the Lobbyists' Code of Conduct and for overseeing compliance with the Code of Conduct. As part of this, the Registrar has the authority to investigate alleged breaches of the Code of Conduct and is required under the Act to prepare individual reports and table them before Parliament.

Legislation

- The Lobbyists Registration Act, R.S. 1985, c. 44 (4th Supp.), which came into force on September 30, 1989

- An Act to Amend the Parliament of Canada Act (Ethics Commissioner and Senate Ethics Officer) and Other Acts in Consequence, Bill C-4, which came into force on May 17, 2004

- An Act to Amend the Lobbyists Registration Act and to Make Related Amendments to Other Acts, S.C. 1995, c. 12; July 25, 1995, January 31, 1996 and Bill C-15, An Act to Amend the Lobbyists Registration Act, which came into force on June 20th, 2005

Organization

The Office of the Registrar of Lobbyists (ORL)

The Office of the Registrar of Lobbyists has a complement of 19 people grouped around 3 core functions.

Administration (ADM)

The Administration function includes the general administration of the office, budgeting, facilities management and security.

Operations (OPS)

The Operations function includes the day to day operations of the Public Registry, accepting applications from registrants, registering lobbyists, communications, publications and responding to access to information and privacy requests.

Investigations (INVS)

The Investigations function includes reviews and investigations of alleged breaches of the Lobbyists Registration Act and the Lobbyists' Code of Conduct, as well as policy development and the development of interpretation bulletins and advisory opinions.

Information Holdings

Program Records

Advisory Opinions and Interpretation Bulletins
Description: Official information provided by the Registrar of Lobbyists to help registrants understand the application of the Lobbyists Registration Act and/or the Lobbyists' Code of Conduct.
Topics: Registration of lobbyists, legislation, regulations, policies, procedures, administration and studies.
Access: Files arranged by subject.
Program Record Number: ORL OPS 010

Annual Reports and Other Reports
Description: Annual reports submitted to Parliament concerning the administration of the Lobbyists Registration Act and the of Lobbyists' Code of Conduct. Other reports may be submitted to Parliament following the investigation of potential breaches under the Code of Conduct.
Topics: Registration statistics, information systems, activities, legislation, regulations, policies, procedures, administration, studies, administrative reviews and investigations.
Access: Files arranged by year of publication.
Program Record Number: ORL OPS 015

Guides to Registration
Description: Information concerning the procedures to follow with respect to the registration of lobbyists.
Topics: Registration of lobbyists, information systems, forms, legislation, regulations, policies, procedures and administration.
Access: Files arranged by subject.
Program Record Number: ORL OPS 020

Lobbyists' Code of Conduct
Description: Information concerning the set of ethical rules governing lobbyists.
Topics: Integrity and honesty, openness, professionalism, transparency, confidentiality and conflict of interest.
Access: Files arranged by subject.
Program Record Number: ORL OPS 025

Lobbyists Registration
Description: Information concerning the registration of lobbyists.
Topics: Registration of lobbyists, information systems, forms, legislation, regulation, policies and procedures, administration and studies.

Access: Files arranged by subject.
Program Record Number: ORL OPS 005

National and International Issues
Description: Information concerning Canadian and international lobbying regimes and lobbying issues.
Topics: Provincial lobbying regimes, international lobbying regimes, disclosure requirements, best practices, ethics, conflict of interest and other related issues.
Access: Arranged by subject.
Program Record Number: ORL OPS 030

Regulations on the Registration of Lobbyists
Description: Regulations affecting the filing of disclosures and returns with respect to the registration of lobbyists.
Topics: Deadline dates for filing returns, content of returns, completion or termination of undertakings, changes to the information provided in returns, disclosures, amendments, changes, terminations and clarification of information.
Access: Arranged by subject.
Program Record Number: ORL OPS 035

Reviews and Investigations
Description: Information concerning reviews and investigations of alleged breaches of the Lobbyists' Code of Conduct and/or the Lobbyists Registration Act.
Topics: Disclosure requirements, transparency, integrity, honesty, conflict of interest, administrative reviews, investigations and other issues.
Access: Arranged alphabetically by name of registrant or lobbyist.
Program Record Number: ORL INVS 040

Standard Program Records

Please see the introduction to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Automated Document, Records and Information Management Systems

Budgets

Building and Property

Classification of Positions

Cooperation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Hospitality

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Physical Security

Procurement

Relocation

Salary and Wages

Training and Development

Travel

Utilities

Particular Personal Information Banks

Registry of Lobbyists

Description: The database contains the names, addresses and telephone numbers of individuals carrying out lobbying activities, as well as the names and addresses of their Firms (Consultant lobbyists) and Employers (In-House (Corporations) and (Organizations) lobbyists). It also contains various details related to the subject-matter of the undertakings they are required to report under the Lobbyists Registration Act and the Lobbyists Registration Regulations. In the case of former public office holders, the database contains information related to the positions they have occupied within the federal government.

Class of Individuals: Registrants, lobbyists, clients and employers.

Purpose: The information is collected for publication on the Internet pursuant to the reporting requirements of the Lobbyists Registration Act and Regulations.

Consistent Uses: The information submitted pursuant to the Lobbyists Registration Act and Regulations is maintained in an electronic database accessible to the public on the ORL's website. The ORL also has administrative paper files on each registration, containing the signed electronic agreements of registrants and other transactional documents.

Retention and Disposal Standards: Personal information is retained for a minimum of two years. Destruction through agreement with National Archives of Canada.

RDA Number: To be determined

Related to PR#: ORL OPS 005

TBS Registration: 002708
Bank Number: ORL PPU 039

Standard Personal Information Banks

Please see the iNTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Electronic Network Monitoring Logs

Hospitality

Personnel Security Screening

Relocation

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Manuals

- Lobbyists Registration System (LRS) Manual (Old System, to June 20, 2005)

- Client Registration Manual (Old system, to June 20, 2005)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For more information, please contact:

Office of the Registrar of Lobbyists
255 Albert Street, 10th Floor
Ottawa, Ontario K1A 0R5

Telephone: 613-957-2760
Facsimile: 613-957-3078

Reading Room

In accordance with the Access to Information Act, the Office of the Registrar of Lobbyists provides a public reading room located at:

255 Albert Street, 10th Floor
Ottawa, Ontario K1A 0R5

Office of the Superintendent of Financial Institutions Canada

Chapter 123

General Information

Background

The Office of the Superintendent of Financial Institutions (OSFI) was formally established by the Office of the Superintendent of Financial Institutions Act, 1987. OSFI is divided into a Supervision Sector, a Regulation Sector, a Corporate Services Sector, and the Office of the Chief Actuary.

Responsibilities

OSFI is responsible for regulating and supervising federally registered financial institutions including banks, insurance, trust and loan companies, and fraternal benefit societies and co-operative credit societies. It also supervises employer-sponsored pension plans that are subject to the Pension Benefits Standards Act, 1985. Through the Office of the Chief Actuary, OSFI also makes available actuarial advice to other departments of the federal government and provides extensive actuarial services in the valuation of government pension and insurance programs.

Legislation

- Bank Act

- Co-operative Credit Associations Act

- Insurance Companies Act

- Office of the Superintendent of Financial Institutions Act

- Pension Benefits Standards Act, 1985

- Trust and Loan Company Act

Organization

Corporate Services Sector

This Sector is divided into six divisions: Communications and Public Affairs; Finance and Informatics Services; Human Resources; Office Management and Technical Services; Regulatory Information Division; Project Management Group.

Regulation Sector

This Sector has seven divisions that develop regulatory policy and guidelines, prepare recommendations with respect to applications for regulatory consents under the legislation, develop rulings that set precedents, and draft technical aspects of financial sector legislation. The Sector also co-ordinates OSFI's relations with other regulators and supervisors and works with a number of domestic and international organizations that deal with financial stability issues. The Sector also provides legal support to OSFI and supervises all federally regulated pension plans.

Actuarial Division

This Division ensures that appropriate actuarial knowledge, advice, and standards are applied to OSFI's regulatory and supervisory functions.

Capital, Accounting and Research Division

The Division develops capital standards for domestic financial institutions, contributes to the development of sound international capital standards, approves capital precedents, provides specialist support on capital issues to the supervisory and regulatory functions, and promotes understanding of capital requirements by OSFI staff and external stakeholders.

In addition the Division is responsible for contributing to the integrity of accounting and external reporting policies and practices of federally regulated financial institutions. In this capacity, the Division consults with various standard setters, regulatory organizations and others to assess and influence the direction of evolving standards and governance structures of the accounting profession.

The Division also supports the OSFI's risk assessment and intervention, rule making and approvals functions by providing field support, interpretations, guidance and professional training.

The Division also performs research and analyzes industry-wide, sectoral and company-specific issues.

Compliance Division

The Division evaluates the effectiveness of the compliance functions of financial institutions

supervised by OSFI, with due regard for emerging risks. It also acts as OSFI's liaison with other agencies on financial crime-related matters, and conducts assessments of financial institutions' anti-money laundering and anti-terrorism procedures, and works closely with the Supervision Sector and the Financial Transactions and Reports Analysis Centre of Canada, Canada's financial intelligence unit.

International Advisory Group (IAG)

The International Advisory Group provides technical assistance to countries seeking to strengthen their supervisory and regulatory practices. This Group works primarily with supervisors in the Caribbean, Asia and Latin America. IAG's responsibilities are to develop, implement and administer technical assistance programs, including hands-on advice and training, seminars and workshops.

Legal Services Division

This Division provides or obtains all legal advice and legal services required by OSFI, including interpretation of statutes, regulations, and other legal instruments and preparation of draft legislation and regulations, contracts and legal documents. It also provides advice on policy development and lends support to litigators acting on behalf of OSFI. The Division processes requests made to OSFI under the access to information and privacy legislation.

Legislation and Approvals Division

This Division has three principal areas of responsibility:

It contributes to the development of legislation and regulations that maintain or strengthen public confidence while recognizing the need for financial institutions to compete.

It prepares recommendations related to applications made by financial institutions for regulatory consents under the legislation and provides rulings and interpretations pertaining to legislation, regulations and OSFI Guidelines.

It works with supervisory agencies in other jurisdictions to enhance on-going co-operation and appropriate information exchange.

Private Pension Plans Division

This Division is responsible for supervising private pension plans that fall under federal jurisdiction. These include pension plans for some federal

Crown corporations, banks, companies involved in interprovincial and/or international transportation and communications companies, among others. The mandate of the Division is to protect the rights and interests of plan members by determining whether pension plans are in sound financial condition and in compliance with the requirements of legislation and OSFI policies and guidelines. The Division relies on plan administrators for good governance and prudent management of the pension plans for which they are responsible. In addition, the Division intervenes, when necessary, to ensure that appropriate corrective actions are taken.

Supervision Sector

This Sector supervises all federally regulated financial institutions. The Supervision Sector is responsible for overseeing the overall safety and soundness of the institutions by: analysing risks and identifying trends and practices within the financial services industry; developing a supervisory plan for each federally regulated financial institution that includes examining and monitoring the financial condition and effectiveness of oversight and control of those entities; and making recommendations and following up on corrective action, consistent with OSFI's early intervention mandate.

Basel Implementation Division

This Division is responsible for monitoring the implementation of the Basel II Capital Accord by Canadian financial institutions to which it applies. In addition, the Division supports the Superintendent in his role as Chairman of the Accord Implementation Group (AIG).

Capital Markets Risk Assessment Services

This Division evaluates the risk management practices used by financial institutions to measure and monitor capital market-related risks, approves the use of capital market-related internal Value at Risk (VaR) models, conducts ongoing research into capital market-related risk issues and promotes understanding of capital markets' operations by supervisory and regulatory staff.

Credit Risk On-site Assessment Services

This Division carries out monitoring, on-site and early intervention activities at financial institutions, with respect to credit risk and risk management practices.

Financial Conglomerates Group

This Group supervises federally regulated conglomerate deposit-taking institutions and conglomerate insurance companies, including all the federally regulated entities in each conglomerate. The responsibility for each conglomerate is assigned to a Relationship Manager, who carries out the supervisory work with a team of supervisors.

Financial Institutions Group (FIG)

This Group supervises non-conglomerate deposit-taking institutions and insurance companies. It is divided into two sections. One focuses on deposit-taking institutions (Schedule II Banks and trust and loan companies) and one supervises companies in the insurance industry.

Monitoring and Analytics Support Division

This Division is responsible for providing key metrics, including peer benchmarking, to support Relationship Managers in their monitoring activities. In addition, the Division is responsible for monitoring the health of the deposit-taking, life and property and casualty industries with respect to identifying emerging issues, trends and risks in these industries.

This Division is also responsible for managing Supervision's financial data needs for the monitoring of capital, credit, market, operational and insurance risks for federally regulated financial institutions. In addition, the Division acts as the liaison between OSFI, other government agencies and industry associations for the collection of this data.

Operational Risk and Capital Assessment Services

The mandate of the Division is to support Supervision Sector in technology and operational risk assessment. The Division conducts on-site supervisory reviews including IT governance; development, deployment and management of technology in business operations; and disaster recovery and business continuity planning.

Regulatory and Supervisory Practices Division

This Division develops and recommends effective regulatory and supervisory practices and assists in the implementation of approved practices. The Division is committed to ensuring that OSFI practices are up-to-date, effective and adjusted on a timely basis to reflect developments in Canada and internationally.

Audit and Consulting Services

This Division reports directly to the Superintendent and provides internal audit and consulting services to the Office. It assists senior management in assessing OSFI's risks and providing objective evaluations of OSFI's control processes.

Office of the Chief Actuary

The Chief Actuary and his staff provide a range of actuarial services and advice to the Government of Canada in respect of the Canada Pension Plan; the Old Age Security program; and federal public sector pension and insurance programs. In accordance with the Public Pensions Reporting Act and the Canada Pension Plan, this office prepares statutory actuarial reports on these programs for tabling in the House of Commons. The Office of the Chief Actuary (OCA) also provides actuarial information to government departments to assist in designing, funding and administering these programs. Beginning in 2001, OCA became responsible for undertaking the annual actuarial review of the Canada Student Loans Program.

Information Holdings

Program Records

Actuarial Services Provided to Other Departments – Government Insurance and Pension Plans
Description: Records related to actuarial valuations and cost estimates of government insurance and pension plans, including related data banks and software.
Topics: Public Service Superannuation Act; Public Service Superannuation Death Benefit; reciprocal transfer agreements; Supplementary Retirement Benefits Act; Canadian Forces Superannuation Act; regular forces death benefit; RCMP Superannuation Act; RCMP (dependants) pension fund; Members of Parliament Retirement Allowance Act; Judges Act; Veterans Insurance Act; Returned Soldiers Insurance Act; Halifax relief pensions; Canada Pension Plan; and miscellaneous requests for actuarial calculations.
Access: Files arranged by plan.
Format: Paper and EDP systems.
Program Record Number: SFI IAP 015

Applications for Employment
Description: Records related to applications from individuals seeking employment with OSFI.
Topics: The files include completed application forms, letters and curricula vitae of persons seeking employment with OSFI.
Access: Files arranged by name.
Format: Paper and EDP systems.
Program Record Number: SFI ERF 001

Corporate Policy
Description: Records related to the development of legislative and regulatory policy; correspondence with departments in other jurisdictions, industry associations and professional bodies regarding, among other matters, standards to prevent money laundering and terrorism financing; industry-wide financial analysis and research, supervisory methodology and professional development; communications and public affairs including ministerial correspondence.
Topics: Acts listed under "Legislation"; accounting and other industry-wide studies; reciprocity with, and supervisory practices of, other jurisdictions; international financial and monetary systems; nation risks and exposures.
Access: Files arranged by Act, name, jurisdiction, industry association or subject matter.
Format: Paper and EDP systems.
Program Record Number: SFI RPP 001

Financial Institutions Deposit-taking Institutions
Description: Information on incorporation and registration, financial statements, reports required by legislation or guidelines, financial analysis and examination of financial institutions, exchanges of correspondence with financial institutions and with other jurisdictions, complaints and enquiries, and related data banks and software.
Topics: Chartered banks; trust companies; loan companies; co-operative credit societies.
Access: Files arranged by financial institution name.
Format: Paper and EDP systems.
Program Record Number: SFI DTI 005

Financial Institutions Insurance and Pensions
Description: Information on incorporation and registration, financial statements, financial analysis and examination of financial institutions, exchanges of correspondence with financial institutions and with other jurisdictions, complaints and enquiries, and related data banks and software.

Topics: Insurance companies and fraternal benefit societies.
Access: Files arranged by financial institution name.
Format: Paper and EDP systems.
Program Record Number: SFI IAP 007

Pension Plans Subject to the Pension Benefits Standards Act, 1985
Description: Records related to registration of plans, correspondence regarding annual information returns, funding and examination of plans, liaison with provincial authorities, enquiries regarding plans, and related valuation data bank and software.
Topics: Private pension plans subject to Pension Benefits Standards Act, 1985.
Access: Files arranged by employer name.
Format: Paper and EDP systems.
Program Record Number: SFI IAP 010

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Account and Accounting

Access to Information and Privacy Requests

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings and Properties

Business Continuity Plans (BCP)

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Particular Personal Information Banks

Applications for Employment

Description: This bank serves to maintain an inventory of applications from individuals requesting employment with OSFI. The files include completed application forms, letters and curricula vitae of persons seeking employment with OSFI.

Class of Individuals: Individuals seeking employment with OSFI.

Purpose: The bank is used to review applications of individuals requesting employment with OSFI when positions become available.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for two years and then destroyed.

RDA Number: 98/005

Related PR#: SFI ERF 001

TBS Registration: 001685

Bank Number: SFI PPU 010

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Personnel Security Screening

Relocation

Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes

Travel

Classes of Personal Information

Virtually all records held by OSFI consist of information relating to supervised financial institutions and pension plans. Some personal information may also be accumulated by OSFI in the course of conducting its supervisory function, such as information on names and functions of various company officials, information on individuals seeking to incorporate a new financial institution that would be supervised by OSFI, or information about a policyholder or depositor with a complaint against a supervised financial institution. Such personal information is stored as part of the general subject files where records are not retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the financial institution, the individual, and the particular circumstances involved. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

- Access to Information

- Attendance at Conferences

- Capitals Plans, Projects and Procurement

- Charts of Accounts (supplementary)

- Code of Professional Conduct

- Classification

- Communications

- Compensation

- Comptrollership

- Continuous Learning

- Employee's Guide to Year-End Performance Review

- Employment Equity

- Hospitality

- Hospitality Allowances

- Hospitality Policy Highlights

- Human Resources

- Information Management

- Insurance and Related Benefits

- Isolated Posts Directive

- Job Description Writing Guide

- Manager's Guide to Year-End Performance Review

- Material, Risks and Common Services

- Multiculturalism Policy

- Occupational Safety and Health

- Occupational Health and Safety Policy

- Official Languages

- OSFI Relocation Policy – The Professional Institute of the Public Service of Canada (PIPSC)

- OSFI Travel Policy

- OSFI Travel Policy – The Professional Institute of the Public Service of Canada(PIPSC)

- OSFI Travel Policy – The Public Service Alliance of Canada (PSAC)

- Pay Administration (supplementary)

- Performance Management Guide

- Policy on the Prevention and Resolution of Harassment and Conflict in the Workplace

- Privacy and Data Protection

- Real Property

- Review, Internal Audit and Evaluation

- Security

- Staff Relations

- Training Guide (supplementary)

- Workforce Adjustment Policy – The Professional Institute of the Public Service of Canada (PIPSC)

- Workforce Adjustment Policy – The Public Service Alliance of Canada (PSAC)

Additional Information

Requests for further information about OSFI and its various programs and functions may be directed to:

Access to Information Coordinator
Office of the Superintendent of Financial Institutions
255 Albert Street
Ottawa, Ontario K1A 0H2

Telephone: 613-990-7495
Facsimile: 613-952-5031
E-mail: extcomm@osfi-bsif.gc.ca
Internet: www.osfi-bsif.gc.ca

Reading Room

In accordance with the Access to Information Act, OSFI's Room Kennet has been designated as a public reading room. It is located at:

255 Albert Street, 16th Floor
Ottawa, Ontario

Old Port of Montreal Corporation Inc

Chapter 124

General Information

Background

The Old Port of Montreal Corporation was created by the Government of Canada with the mandate of developing, and promoting the development of, the Old Port of Montreal's territory, and of adminstering and managing Crown Property.

Responsibilities

The Corporation's mission is to manage, develop, and hold activities on an urban recreational, tourist, and cultural site and a centre for entertainment and discovery.

Legislation

• Canada Business Corporations Act

Additional Information

Please note: Requests made to the Old Port of Montreal Corporation under the Access to Information Act must be accompanied by a $5.00 cheque or money order made payable to the Old Port of Montreal Corporation.

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Mrs. Claude Benoit
Access to Information and Privacy Coordinator
333 de la Commune Street West
Montreal, Quebec H2Y 2E2

Telephone: 514-283-8219
Facsimile: 514-496-4033
Email: cbenoit@oldportofmontreal.com

Reading Room

In accordance with the Access to Information Act, the Old Port of Montreal Corporation has designated a reading room located at:

333 de la Commune Street West
Montreal, Quebec H2Y 2E2

Pacific Pilotage Authority Canada

Chapter 125

General Information

Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the Pilotage Act was assented to by Her Majesty and the Governor in Council and proclaimed in force February 1, 1972.

The Pilotage Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities – Atlantic, Laurentian, Great Lakes and Pacific are Crown corporations, responsible to Parliament through the Minister of Transport.

Pacific Pilotage Authority was incorporated pursuant to the Pilotage Act on February, 1972 as a Crown corporation under Schedule III, Part I of the Financial Administration Act.

The Pacific Pilotage Authority is in general governed by the following: Canada Shipping Act; Pilotage Act; General Pilotage Regulations; Pacific Pilotage Regulations; Authority by-laws.

Responsibilities

The role of the Authority is to establish, operate, maintain and administer in the interest of safety, an efficient and economical pilotage service within all coastal waters of British Columbia and the Fraser River. As a further goal, the Authority prescribes tariffs of pilotage charges that are fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

The Pacific Pilotage Authority consists of a chairman, and six members appointed by the Governor in Council.

The Authority's head office is located in Vancouver, British Columbia. All management services – administrative, personnel, financial, contracts, purchasing, etc. – are provided by the Vancouver office.

Legislation

- Authority By-Laws

- Canada Shipping Act, RSC, 1985, c. S-9

- General Pilotage Regulations

- Pacific Pilotage Regulations

- Pilotage Act, RSC, 1985, c. P 14

Organization

Administration Branch

This Branch provides administrative and financial services as required to operate within accepted corporate business procedures.

Operations Branch

This Branch provides pilotage service by assignment, and to dispatch qualified pilots to ships navigating within the boundaries of the Pacific Pilotage Authority.

Information Holdings

Program Records

Pilotage Services
Description: Information on the provision of pilotage services within the Pacific Region.
Topics: Dispatching records; pilotage licences; tariff charges; assignment of pilots to vessels; collective agreements; international shipping affairs.
Program Record Number: PPA OPE 005

Tariffs
Description: Information on the setting of tariffs for the provision of pilotage services; also on the conduct and results of negotiations on the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.
Topics: Setting of tariffs; tariff charges; pilotage services; CTC hearings.
Program Record Number: PPA OPE 010

Board of Directors
Description: Information relating to the appointment of the PPA Board of Directors.
Topics: Privy Council Office appointments, correspondence and résumés.
Program Record Number: PPA BOA 010

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administrative and Management Services

Budgets

Business Continuity Plans

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Salaries and Wages

Staff Relations

Travel

Utilities

Vehicles

Particular Personal Information Banks

Accounts Payable Files
Description: This bank contains a record of payments with financial details and account numbers of individuals or firms involved in supply of goods and services. File is alphabetical by name of firm or individual. Voucher and payments are maintained in hard copy and in date sequence. Documents from the current and past year are in hard copy. Access to this bank is obtained by providing the name of the supplier, account number, date, and identification of goods supplied.
Class of Individuals: This information relates to general firms or individual suppliers of received services and goods.

Purpose: The information was obtained for reference and payment purposes.
Consistent Uses: The uses are for payment records of goods and services received.
Retention and Disposal Standards: Records are retained for three years and then destroyed.
RDA Number: 99/004
Related PR#: PPA PRN 915
TBS Registration: 004145
Bank Number: PPA PPU 020

Accounts Receivable Files
Description: This bank contains records of invoicing and payments received; details on outstanding accounts; accounts receivable statements and aged receivable listings. Access to this bank can be obtained through name, address, date, number and details of invoice.
Class of Individuals: This information relates to general agents and ship owners using the pilotage services.
Purpose: The information was obtained for reference on monies received and outstanding accounts.
Consistent Uses: Consistent uses are for receivable records on services provided to the shipping industry.
Retention and Disposal Standards: Records are retained for three years and then destroyed.
RDA Number: 99/004
Related PR#: PPA PRN 915
TBS Registration: 004144
Bank Number: PPA PPU 015

Application for Employment File
Description: This bank contains a hard copy file of resumes of applicants having the special marine or boat crew skills and training required for the operational functioning of the Authority. Access to this file requires name, address and date of application.
Class of Individuals: This information relates to prospective qualified applicants for employment.
Purpose: The information was obtained to record names of qualified applicants to fill open positions as the need arises.
Consistent Uses: Consistent uses are for copies of applications for employment.
Retention and Disposal Standards: Records are retained for one year and then destroyed.
RDA Number: 98/001
Related PR#: PPA PRN 920
TBS Registration: 004146
Bank Number: PPA PPU 025

Register of Marine Pilots
Description: This bank relates to a register of information on individuals carrying out duties of pilotage for the purpose of monitoring the certification qualifications. The personal information contained in these records may include license certification, date of birth, gender, social insurance number; home address; citizenship; education, employment history and medical information. Personal information such as name, telephone numbers, relationship to the pilot, etc. of emergency contacts and/or beneficiaries may also be recorded.
Class of Individuals: Licensed marine pilots, apprentice pilots or holders of pilotage certificates employed by or contracted by the Authority.
Purpose: This register information is obtained as required by the Pilotage Act for the review of pilot.
Consistent Uses: Information is also provided to various provincial health insurance plans; to group insurers, to unions for dues check-off purposes and to Public Works and Government Services Canada for pension purposes.
Retention and Disposal Standards: Records of current employees are retained for ten years after they are no longer employed and then destroyed. Records on contracted pilots are retained for twenty years after they are no longer employed and then destroyed.
RDA Number: 99/024
Related PR#: PPA OPE 005
TBS Registration: 004147
Bank Number: PPA PPU 030

Service Contracts
Description: These files maintain information on awarded contracts; listing of suppliers providing specific services; documentation leading towards contracts and signed contracts between the Authority and successful suppliers. They can be accessed by providing contract number and description of service.
Class of Individuals: The information relates to general suppliers of contracted services.
Purpose: The information was obtained for the purpose of recording reference data, past performance, historical experience, etc. to solicit or obtain services for operational requirements.
Consistent Uses: Consistent uses are the procurement or purchase of supplies and services.
Retention and Disposal Standards: Records are retained for five years and then destroyed.
RDA Number: 99/003
Related PR#: PPA PRN 914

TBS Registration: 004143
Bank Number: PPA PPU 005

Board Members
Description: Section three of the Pilotage Act establishes the Authority and defines the composition of its membership. Information in this bank includes orders-in-council appointing them to the board, correspondence and travel expense claims.
Class of Individuals: Members of the public, pilots and representatives of the shipping industry.
Purpose: This bank is to maintain a record of information relating the members.
Consistent Uses: May be used as a reference document.
Retention and Disposal Standards: Records are retained for ten years and then destroyed.
RDA Number: 98/005
Related PR#: PPA BOA 010
TBS Registration:
Bank Number: PPA PPU 030

Manuals

- Administrative Directives
- Collective Agreements
- Dispatching Procedures
- Pilot Licence Register
- Pilotage Tariffs
- Service Contracts
- Working Rules

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Authority and its various programs and functions may be directed to:

Pacific Pilotage Authority
1130 West Pender Street, Suite 1000
Vancouver, British Columbia V6E 4A4

Telephone: 604-666-6771
Facsimile: 604-666-1647
E-mail: info@ppa.gc.ca

Reading Room

A room at the Authority has been designated under the Access to Information Act as a public reading room. The address is:

1130 West Pender Street, Suite 1000
Vancouver, British Columbia

Parc Downsview Park Incorporated

Chapter 126

General Information

Background

The creation of a national urban park on the Downsview Lands was announced in the 1994 federal budget with the closure of CFB Toronto. It was determined that the achievement of a self-financing "unique urban recreational green space for the enjoyment of future generations" required a Crown corporation. CLC Downsview Inc. was incorporated in July 1998 as a non-agent Crown Corporation under the Canada Business Corporations Act and a wholly owned subsidiary of Canada Lands Company Limited (CLCL). On March 23, 2000, the corporation's name was changed to Parc Downsview Park Inc., to explicitly project the park focus. On September 3, 2003 PDP became a "deemed" parent Crown corporation (pursuant to Order in Council P.C. 2003-1304) and is now subject to Part X of the Financial Administration Act, as if it were a parent Crown corporation. On September 16, 2003, PDP was declared an agent Crown corporation (by Proclamation SOR/2003-313). PDP is now an autonomous subsidiary of CLCL and its share is held in trust by CLCL on behalf of the Crown. As a "deemed" parent, PDP reports directly to Parliament through its responsible Minister, currently the Minister of Transport, Infrastructure and Communities. This ensures that its activities and operations are open, accountable and transparent to Parliament and the public.

Responsibilities

Parc Downsview Park Inc. (PDP), a Crown corporation, is mandated to build "a unique urban recreational green space for the enjoyment of future generations" on a self-financing basis on 231.5 hectares [572 acres] in the centre of the Greater Toronto Area. Under PDP's mandate and operational framework (approved by Government in 1998), the Corporation is required to be entirely self-financing with its principal source of revenue derived from the sale of certain parcels of land and the lease of land and buildings.

Organization

A Board of Directors of 13 members has primary responsibility for ensuring that PDP generates and manages the resources required to fulfill the mandate given it by the Government. The Board of Directors provides strategic guidance and authorities to management and oversees the activities of the Corporation.

Senior Management Team

As an officer-director, PDP's President and Chief Executive Officer (CEO) works with the Board of Directors to provide strategic leadership to the corporation. The President and Chief Executive Officer work with a team of four officers: Vice-President – Park Development, Vice-President – Business Development, Director of Finance and Corporate Secretary.

Park Development Department

Park Development is generally responsible for planning and implementing the programming and physical design for the park areas. The department develops and maintains the physical grounds; permits use of park facilities; plans and executes seasonal, special and community events; offers a broad range of programs compatible with the Ontario school curriculum for elementary school students; and works with other groups in the Park to develop programs.

Business Development Department

Business Development is generally responsible for the development of the third party leasing activities, tenant relations and the related maintenance of the land, buildings and infrastructure under the administration of PDP. The department is responsible for the development of the land designated to meet the self-financing aspect of PDP's mandate through the sale or lease of land and buildings for uses compatible with the sustainable community.

Corporate Affairs Department

Corporate Affairs has a dual mandate of providing the internal systemic infrastructure for the corporation and ensuring integration of the work of the whole corporation to meet the mandate. The areas of responsibility in this department

include human resources, corporate and Board administration, communications, finance and information technology.

Information Holdings

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Salaries and Wages

Training and Development

Travel

Utilities

Vehicles

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Executive Correspondence Management Systems

Hospitality

Personnel Security Screening

Travel

Manuals

- Corporate administrative policies and procedures

Additional Information

Please note: Requests made to the Parc Downsview Park Inc. under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to Parc Downsview Park Inc.

Requests for further information about PDP and its various programs and functions may be directed to:

Parc Downsview Park Inc.
35 Carl Hall Road, Suite 1
Downsview, Ontario M3K 2B6

Telephone: 416-952-2222
Facsimile: 416-952-2225

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. It is open from 08:30 am to 12:00 noon and 1:00 pm to 4:30 pm, Monday to Friday, holidays excepted.
Its address is:

35 Carl Hall Road, Suite 1
Downsview, Ontario M3K 2B6

Telephone: 416-952-2222

Parks Canada Agency

Chapter 127

The annual update for this institution was not received for inclusion in the 2006-2007 version of this Info Source publication. The following is from the 2005-2006 version of Info Source.

General Information

Background

Parks Canada (formerly a program within the Department of Canadian Heritage) was established as a separate agency of the federal government in the Parks Canada Agency Act in December 1998. It reports to the Minister of the Environment, and is dedicated to the delivery of programs related to national parks, national historic sites, national marine conservation areas and other related programs.

Responsibilities

Parks Canada plays a leading role in federal government activities related to the protection and presentation of nationally significant examples of Canada's natural and cultural heritage. Parks Canada strives to foster public understanding, appreciation and enjoyment of this heritage in ways that ensure their ecological and commemorative integrity for present and future generations.

Legislation

Statutes Administered in Whole or in Part by the Parks Canada Agency:

- Canada National Marine Conservation Areas Act, S.C. 2002, c. 18
- Canada National Parks Act, S.C. 2000, c.32
- Canada Shipping Act, S.C. 2001, c. 26
- Department of Transport Act, R.S. 1985, c. T-18
- Dominion Water Power Act, R.S. 1985, c. W-4
- Federal Real Property Act, S.C. 1991, c. 50
- Forestry Act, R.S. 1985, C. F-30
- Heritage Railway Stations Protection Act, R.S. 1985, c. 52 (4th Supp.)

- Historic Sites and Monuments Act, R.S. 1985, c. H-4
- Laurier House Act, R.S. 1952, c. 163
- Parks Canada Agency Act, S.C. 1998, c. 31
- Saguenay-St. Lawrence Marine Park Act, S.C. 1997, c. 37
- Species at Risk Act, S.C. 2002, c. 29

Regulations Currently in Force:

- Dominion Water Power Regulations
- Federal real Property Regulations
- Gros Morne Forestry Timber Regulations
- Heritage Railway Stations Regulations
- Historic Canals Regulations
- Marine Activities in the Saguenay – St. Lawrence Marine Park Regulations
- National Historic Parks General Regulations
- National Historic Parks Order
- National Historic Parks Wildlife and Domestic Animals Regulations
- National Parks Aircraft Access Regulations
- National Parks Building Regulations
- National Parks Camping Regulations
- National Parks Cemetery Regulations
- National Parks Domestic Animals Regulations, 1998
- National Parks General Regulations
- National Parks Highway Traffic Regulations
- National Parks of Canada Businesses Regulations
- National Parks of Canada Cottages Regulations
- National Parks of Canada Fire Protection Regulations
- National Parks of Canada Fishing Regulations
- National Parks of Canada Garbage Regulations

- National Parks of Canada Lease and License of Occupation Regulations

- National Parks of Canada Water and Sewer Regulations

- National Parks Signs Regulations

- National Parks Town, Visitor Centre and Resort Subdivision Designation Regulations

- National Parks Wilderness Area Declaration Regulations

- National Parks Wildlife Regulations

- Town of Jasper Streetworks Taxes Regulations

- Town of Jasper Zoning Regulations

- Wood Buffalo National Park Game Regulations

Organization

Chief Executive Officer's Office

The Chief Executive Officer heads the Agency and reports directly to the Minister of the Environment. The CEO's office provides advice and support to the CEO and coordinates the agenda and the meetings of the Executive Board.

Also the CEO's office maintains strong working relationships with the Minister of the Environment as well as with other senior government officials, the members of the Executive Board and Field Unit Superintendents.

The CEO'S office also includes the Executive Correspondence Office, which is responsible for the management of all correspondence directed to the Parks Canada Agency.

The Executive Board is the main decision-making body. The fundamental responsibility of the Executive Board is to set the long-term strategic direction and priorities for the organization. The Board also approves resource allocations, new initiatives and service innovations proposed each year in national office, field unit and service center business plans.

Aboriginal Affairs Secretariat

The Aboriginal Affairs Secretariat is responsible for the overall coordination of Aboriginal issues in Parks Canada (with the exception of land claim issues) and reports directly to the Chief Executive Officer.

Communications

Reporting to the Chief Executive Officer (CEO), the National Corporate Communications Branch provides strategic advice to the CEO and senior managers of the Agency on communications issues. It is responsible for the development and implementation of annual strategic and operational communications plans and activities in support of Agency programs and initiatives; the development of communications products and services in support of the Agency's mission and objectives; the management of national advertising contracts in support of Agency programs and initiatives; the management of current issues with high visibility and/or political sensitivity which may attract media and/or public attention; liaison between the office of the Minister of the Environment and Agency management on communications issues; the provision of support to the Minister in relation to travel and activities related to Agency issues; and the development and implementation of an annual internal communications strategy.

Human Resources

Reporting to the Chief Executive Officer, the Human Resources National Office provides advice, expertise and services, as the Corporate Employer to Parks Canada's Executive Board. It is responsible for human resources management in the Agency, and for dealing with corporate HR policies, strategies, plans, programs, monitoring, reporting and systems. The Branch also provides functional direction to HR practitioners in the Agency who are responsible for direct HR client services.

National Historic Sites Directorate

The National Historic Sites Directorate is responsible for Canada's national program of historical commemoration for nationally significant places, people and events. The Directorate provides national leadership and direction to ensure the commemorative integrity of National Historic Sites of Canada and also directs or coordinates the delivery of programs that conserve aspects of Canada's heritage, including the Federal Heritage Buildings, Heritage Railway Stations, Federal Archeology programs, and the National Program for the Grave Sites of Canadian Prime Ministers.

A large part of the planning and operational activities specific to National Historic Sites is the responsibility of Parks Canada's service centres

and field units. This Directorate provides policy, planning and operational guidance as well as centralized services for historical, architectural and archaeological research expertise, heritage presentation and public education, market research and external relations with stakeholders.

Some key services and products include: formulating legislation and national policy for National Historic Sites, Historic Canals, Heritage Railway Stations, Federal Heritage Buildings and Cultural Resource Management at all places administered by Parks Canada, including the national parks; contributing to international heritage conservation through leadership and participation in international conventions, programs, agencies and agreements, including the World Heritage Convention; the provision of historical, archeological and architectural research; providing services in support of policies and programs related to archaeological and Aboriginal heritage issues; the management and implementation of the Heritage Railway Stations Protection Act; assisting to government departments and agencies in the implementation of the Treasury Board Heritage Buildings Policy; supporting the Historic Sites and Monuments Board of Canada, the statutory body that advises the Minister of Environment on historical commemoration; the coordination of the Ministerial Plaquing Program and the National Program for the Grave Sites of Canadian Prime Ministers; the management of the National Historic Sites of Canada Cost-Sharing Program; National Historic Sites systems planning, management planning and business planning; the delivery of national public education products and heritage presentation initiatives; the development and negotiation of strategic alliances and relationships; and social science research supporting sustainable tourism.

Responsibilities of the Directorate are distributed among the following Branches: System Development; Policy and Government Relations; Historical Services; Archaeological Services; Heritage Presentation and Public Education; and External Relations. The Historic Sites and Monuments Board of Canada Secretariat and the Federal Heritage Buildings Review Office are also situated in this Directorate. The Heritage Conservation Program, a dedicated unit of Public Works and Government Services Canada, provides special architectural, landscape architecture, and engineering conservation services to the Directorate.

National Parks Directorate

The National Parks Directorate is generally responsible for the development, operation and coordination of policies and procedures related to the management of national parks and national marine conservation areas. The Directorate also participates in federal-provincial-territorial park forum, develops policies governing Parks Canada's participation in international projects, and participates in and supports the Canadian Heritage Rivers System in cooperation with the provinces and territories.

Specific responsibilities include: the development, review, interpretation and implementation of policies, procedures, legislation, regulations and management directives governing all aspects of national parks and national marine conservation areas (NMCA) management; the development and coordination of the national park and the national marine conservation areas management planning processes and other related planning processes; the coordination and development of volunteer, cooperative and partnership arrangements with individuals, non-profit organizations and the business sector; the coordination and leadership of Parks Canada participation in Aboriginal land claims negotiations; various planning and negotiation efforts aimed at completing the national park and national marine conservation areas systems by the identification, selection and establishment of new national parks and national marine conservation areas in unrepresentative regions; the development and coordination of delivery of national functional training; the coordination of the application of the Canadian Environmental Assessment Act and the policies of the Minister; the development of information systems in support of resource conservation and protection; the development and coordination of special operations in law enforcement; undertaking studies in the field of ecosystem conservation and management; the delivery of scientific advice to the Parks Canada Agency; representing the Agency, and the Government of Canada on various national and international programs related to the maintenance of ecological integrity, biodiversity and biosphere reserves; managing and coordinating the Directorate's involvement in inter- and intra-governmental initiatives; providing leadership in achieving the goal of completing Canada's networks of protected areas; and, upon request, providing technical advice and assistance on protected areas planning and management to other countries and to visitors from other countries.

Also manages and provides national direction for the following Parks Canada-wide programs: volunteer and cooperative arrangements with individuals and non-profit cooperating associations, fire management, ecological integrity and ecosystem management initiatives, visitor risk management and search and rescue.

Strategy and Plans Directorate

The Strategy and Plans Directorate is focused on a number of key outcomes for the Parks Canada Agency: sound financial and investment management; effective and efficient corporate systems (IT, Realty, Asset Contracts, Material Management, Townsites, Financial and Revenue Management, Audit, Evaluations and Review, Corporate and Business Planning); strategic agency positioning and policy development; and leadership in innovations.

Strategy and Plans consists of four Branches:

Strategic Business Services is comprised of the Business Innovations, Business Planning, Performance, Audit and Review, and Strategic and Policy groups.

Investment Portfolio Management is comprised of Land Management, Asset Management, the Land Registry, knowledgeable client capacity in Materiel Management and Contracting.

Finance is comprised of Financial Planning and Reporting, Accounting Operations and Financial Systems.

Information Management Services is accountable for the planning, development, implementation and management of the Information Management Technology Strategic Plan for the Parks Canada Agency.

The Directorate provides the link to the Minister's strategic portfolio group and recommends the key financial and investment initiatives for the Parks Canada Agency. The principal clients of Strategy and Plans include the Executive Board, service centres, field units, central agencies, Parliament and government.

It is mainly responsible for: providing linkages between the Parks Canada Agency, the Department and central agencies on strategic policy, financial and administrative authorities and reporting issues, and information management; preparing the major accountability instruments (e.g. Corporate Plan, Annual Reports, Financial Statements); providing analysis and recommendations on investment priorities and

monitoring financial and non-financial performance; conducting audits and evaluations of policies and programs; providing standards, direction and analysis on business plans; developing and administering policies and guidelines pertaining to townsite, real property, material and contract management, revenue, investment, performance measurement and audit and evaluation; coordinating IM/IT Information Technology Investments and Standards; building relations and working with Corporate Canada; and providing leadership and innovation to help the agency grow and adapt to the changing world.

Information Holdings

Program Records

Engineering and Architectural Projects
Description: Information on engineering and architectural projects carried out for Parks Canada, including the project authorization form project brief, design data, cost estimates management reports and project schedules. (See also PAR CPS 005, Management Information and Outreach).
Topics: Planning; design; construction; operation; maintenance; equipment; services; utilities; facilities; claims and evaluation.
Program Record Number: PAR CPS 035

Environmental Protection
Description: Information on environmental protection in the national parks, including pollution of air, land and water, as well as regulations, studies and reports compiled on environmental protection.
Topics: Reports on environmental protection; pollution and pollutants; regulations; reports; surveys; studies; water and wildlife.
Format: Printed and electronic.
Program Record Number: PAR CPS 045

Flora
Description: Information on botany, ecology and forestry management in the National Parks.
Topics: Reports; forest fires; regulations; silviculture; pest control; statistics; surveys and studies; timber cutting.
Format: Printed and electronic.
Program Record Number: PAR CPS 050

Health and Social Services
Description: Information on the various health and social services provided to people in a park site or historic canal.

Topics: Health services for visitors; ambulance, hospital and nursing stations; health and welfare services for Park residents provided by the provincial government.
Program Record Number: PAR CPS 015

Historical and Contemporary Technical References
Description: Plans, drawings, specifications, standards, guidelines and reports on historical and contemporary engineering and architectural projects in the national parks, the national historic sites and the historic canals. Also contains historical records and training material on historical preservation.
Topics: Plans, drawings, specifications (contract, construction and manufacturing), standards and guidelines, "as-found" information, archaeological reports, feasibility studies, recording field notes, general information and training packages.
Format: EDP and microforms.
Program Record Number: PAR CPS 030

Justice and Law Enforcement
Description: Information on justice and law enforcement in the national parks, the national historic sites and the historic canals.
Topics: Justice and law enforcement, crimes and violations, judicature, police services, reports and returns, statistics, surveys and studies.
Format: Printed and electronic.
Program Record Number: PAR CPS 055

Management Information and Outreach
Description: Information on the general management and operational responsibilities of the Parks Canada Agency.
Topics: Policy and program activities; information exchange with foreign countries; hours of operation; levels of service; awards and honors; co-operative activities with public and private organizations; capital development projects and planning systems; operational planning; management improvement; central system program evaluation; public consultation and participation; general resources — inventories, management and research; signs; general survey and studies.
Program Record Number: PAR CPS 005

Mineral Resources
Description: Information on mining, oil and gas activities at or near Parks Canada facilities.
Topics: Mineral exploration and development; mineral claim; quarrying and various mining activities; oil and gas exploration and development; leases and permits.

Format: Printed and electronic.
Program Record Number: PAR CPS 065

National Historic Sites Programs
Description: Information on the commemoration of historic places of national and international significance, namely National Historic Sites, Heritage Railway Stations, Federal Heritage Buildings, Grave Sites of Canadian Prime Ministers and cultural World Heritage Sites.
Topics: Cultural resource management; designation; commemoration; protection and presentation of historic places; Historic Sites and Monuments Board of Canada; monuments and plaques; historic value; commemorative integrity; heritage character; Canadian Inventory of Historic Buildings; Canadian Register of Heritage Properties; Register of Federal Heritage Buildings; national historic sites; historic canals; world heritage sites; heritage legislation and policy; public participation; cost-sharing; standards and training; historic resource conservation; historical, architectural and archaeological research; archaeology and artifacts; designation, inventory and recording of heritage buildings; heritage railway stations; cultural landscapes; management plans; business plans; systems planning maintenance; conservation; preservation; restoration; modification; public education; interpretation; visitor reception centres; visitor activities; exhibits; publication; learning campaigns; collections; stewardship; thematic studies; Aboriginal heritage; outreach programs; monitoring; heritage tourism; client and market place research; stakeholders.
Program Record Number: PAR CPS 090

National Marine Conservation Areas
Description: Establishment, administration, management and control of National Marine Conservation Areas; legislation and regulations; Aboriginal issues; comprehensive claims; specific claims and self-government.
Topics: Development and planning; management plans; public participation; research; sports; statistics; surveys and studies; tourists and tourism.
Format: Printed and electronic.
Program Record Number: PAR CPS 060

National Parks
Description: Establishment, administration, management and control of National Parks; legislation and regulations; Aboriginal issues; comprehensive claims; specific claims and self-government.

Topics: Camp sites; cemeteries; development and planning; management plans; townsite planning; regional planning; ski areas; day use areas; nature trails; signs; permits; public participation; research; sports; statistics; surveys and studies; tourists and tourism accommodation, bath houses, hot springs, catering and restaurants, souvenirs and handicrafts.
Format: Printed and electronic.
Program Record Number: PAR CPS 075

Public Use Database

Description: Information on the collection of data on attendance at national parks and national historic sites, campground use at National Parks, vessel movement data on the Heritage Canals, archived vehicular and interpretive data.
Topics: Monthly attendance data for national parks and national historic sites, daily/monthly campground utilization at national parks, daily/monthly vessel movement data at historic canals. Archived vehicular and interpretive data is available up to 1988-89 only.
Access: These records are located at National Office Parks Canada, service centres, and park offices. A report is issued annually.
Format: EDP Systems and hard copy.
Program Record Number: PAR CPS 020

Realty

Description: Information on the management of real property including national parks, national historic sites, historic canals and corridors, Admiralty Dominion and Ordinance lands. Involves the acquisition of land by the Crown, the leasing, licensing and granting of concessions on Crown-owned land, the sale or disposal of Crown-owned land, and other related land matters.
Topics: General agreements; agreements for bridges and causeways; roads, walks and highways, wharves and docks; boundary lines and encroachments; freehold lands; lettings and concessions; franchises; lease of land; licenses of occupation; use of electric power, water power, surplus water; land acquisition; sale and disposition of land; utilities – land use, rental setting.
Access: The general realty records are arranged by subject. Individual leases, licenses of occupation and concessions, deeds and certificates of title are arranged by location, the number of the lot and block, parcel number or other description and by the name of the individual.
Format: Computerized data base related Leasehold and Freehold lands as well as hard copy.
Program Record Number: PAR CPS 010

Water Resources

Description: Information on the use of water resources in Parks Canada.
Topics: Water levels; water rights; hydrological surveys; hydro power development within a park for park use only; hydrometric networks; regulations reports; surveys and studies.
Format: Printed and electronic.
Program Record Number: PAR CPS 080

Wildlife

Description: Information on all types of wildlife in the national parks and national historic sites, including the management and protection of wild animals, birds, fish and insects.
Topics: Diseases; rare and endangered species; census; licenses and permits; hunting; regulations; surveys and studies; trapping; immobilization drugs; live capture; gifts of animals; reserves; furs and hides; fish culture; sport fishing in national parks; insects and their control; use of insecticides.
Format: Printed and electronic.
Program Record Number: PAR CPS 085

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Hospitality

Human Resources

Lands

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks

Back Country Use Permits
Description: The bank contains information used to identify persons, vehicles and missing persons.
Class of Individuals: National parks visitors.
Purpose: To provide records for monitoring Park use and identifying vehicles left at trail heads or roadsides in emergency cases such as missing persons or bear problems; to control backcountry sites and facilities; to protect visitors.
Consistent Uses: Provides an analysis of use of the backcountry, statistics, planning and rehabilitation.
Retention and Disposal Standards: Under review.
RDA Number: 78/001
Related PR#: PAR CPS 020
TBS Registration: 001751
Bank Number: PAR PPU 067

Campground Registration
Description: The bank contains listings of campgrounds and campers.
Class of Individuals: Campers.
Purpose: To control campground allocation, and provide revenue accountability, statistics, future planning and aid to visitors.
Consistent Uses: Statistics, revenue, maintenance decisions and future planning.
Retention and Disposal Standards: All personal information collected is purged from the database 31 days after the camping event has ended.
RDA Number: 72/010
Related PR#: PAR CPS 020
TBS Registration: 001752
Bank Number: PAR PPU 068

Collection Permits
Description: Contains copies of collecting permits, which have been issued to individuals (professionals) who require specimens for research purposes.
Class of Individuals: Individuals (professionals) who require specimens for research purposes.
Purpose: To allow a controlled amount of access to material which will help in research.
Consistent Uses: None.
Retention and Disposal Standards: Under review.
RDA Number: 72/010
Related PR#: PAR CPS 075
TBS Registration: 001749
Bank Number: PAR PPU 061

Fishing License
Description: This bank identifies license holders.
Class of Individuals: National parks visitors (fishermen).
Purpose: Information in this bank relates to the issuing of fishing licenses. It is used to identify license holders, to control the number of individuals fishing in the park, to restrict fishing to authorized areas, to support fish management, and to ensure revenue accountability.
Consistent Uses: Control use, set limits, set seasons, statistical purposes and creel census/surveys.
Retention and Disposal Standards: Under review.
RDA Number: 78/001
Related PR#: PAR CPS 085
TBS Registration: 001745
Bank Number: PAR PPU 051

Freehold Lands Computer System
Description: The bank contains information on freehold lands to which Parks Canada has title and those lands, which it has disposed. The bank contains the names of the grantor, grantee, legal description, number and date of registration in the provincial system, and information on transactions.
Class of Individuals: Free holders of Crown property.
Purpose: The purpose of the bank is to maintain a registry of all such documents for the administration of such lands.
Consistent Uses: None.
Retention and Disposal Standards: Under review.
RDA Number: To be determined.
Related PR#: PAR CPS 005
TBS Registration: 004012
Bank Number: PAR PPU 077

Hazardous Activities

Description: The bank contains information on persons involved in hazardous activities, defines location, activity, number in group, etc.
Class of Individuals: Parks Canada visitors.
Purpose: To provide a record of visitors in case of overdue registration.
Consistent Uses: Provides up-to-date information on use, locations, frequency, accidents, lost, or missing persons.
Retention and Disposal Standards: Under review.
RDA Number: 78/001
Related PR#: PAR CPS 075
TBS Registration: 001753
Bank Number: PAR PPU 069

Hut Permits

Description: The bank contains information used to identify permit holders and verify reservations.
Class of Individuals: Parks visitors
Purpose: To maintain information relating to use, periods of stay, numbers and length of season.
Consistent Uses: To support decisions for maintenance, monitor and control use, and ensure the safety of visitors.
Retention and Disposal Standards: Under review.
RDA Number: 78/001
Related PR#: PAR CPS 020
TBS Registration: 001750
Bank Number: PAR PPU 066

Leasehold Lands Computer System

Description: Mailing lists with names and addresses.
Class of Individuals: The private sector, government officials (MPs and MLAs) and associates.
Purpose: For mailing of Management Plan Newsletters as part of the Management Planning Process.
Consistent Uses: Used for public participation programs and public relations purposes.
Retention and Disposal Standards: Under review.
RDA Number: 78/001
Related PR#: PAR CPS 005
TBS Registration: 001748
Bank Number: PAR PPU 056

Literary Contest – Heritage Presentation and Public Education

Description: Name, personal address, phone number, age, citizenship, sex, electronic address.
Class of Individuals: Canadian citizens or permanent residents, 13 years and older, who have entered contests.
Purpose: To make sure that contestants meet the requirements to enter the contests (age, citizenship); to be able to reach the winners and send them their prizes; and to draw generic profiles of contestants, to be used in developing future contests.
Consistent Uses: Creation of a list of addresses of people who wish to receive more information on Parks Canada. The personal information collected will include only those people who indicated their agreement by ticking the box on the form explaining that the addresses will be used to send information concerning Parks Canada's programs and services.
Retention and Disposal Standards: Under review.
RDA Number: 78/001
Related PR#: PAR CPS 090
TBS Registration: 005385
Bank Number: PAR PPU 080

Resource Use Permits

Description: The bank identifies resource use and/or harvest activities permitted under regulation.
Class of Individuals: Visitors, researchers and residents.
Purpose: To identify the permit holders using Park resources, and set restrictions. Examples include hunting, wood cutting and grazing.
Consistent Uses: Monitor and control activities, compile statistics, survey use, and plan future changes.
Retention and Disposal Standards: Under review.
RDA Number: 78/001
Related PR#: PAR CPS 075
TBS Registration: 001754
Bank Number: PAR PPU 071

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests (this information is held by the Department of Canadian Heritage)

Hospitality

Relocation

Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes (this

information is held by the Department of Canadian Heritage)

Travel

Manuals

- Guide to the Preparation of Commemorative Integrity Statements

- Implementation of Section 41 of the Official Languages Act: Parks Canada Agency Action Plan 2002-2005-07-08

- Keep the Wild in Wildlife

- National Historic Sites of Canada System Plan

- National Marine Conservation Areas System Plan

- National Parks System Plan

- Parks Canada Agency Corporate Plan 2004/05 – 2008/09

- Parks Canada Agency Sustainable Development Strategy 2004-2007

- Parks Canada Guiding Principles and Operational Policies

- Sharing the Responsibility of Safety

- Standards and Guidelines for the Conservation of Historic Places in Canada

- You are in Black Bear Country

Additional Information

Reading Room

The Canadian Heritage Departmental Library has been designated under the Access to Information Act as a public reading room. The address is:

Jules Léger Building
2nd Floor
15 Eddy Street
Gatineau, Quebec K1A 0M5

It is open weekdays from 08:00 a.m. to 4:30 p.m.

Parks Canada publications are available for consultation in the offices listed below. Publications are also available at local offices in the regions — addresses and telephone numbers can be obtained from the appropriate office listed below.

National Office

Parks Canada
Office of the Chief Executive Officer
25 Eddy Street, 7th Floor
Gatineau, Quebec K1A 0M5

Telephone: 819-953-3545
Internet: www.pc.gc.ca

National Director of Corporate Communications
25 Eddy Street, 6th Floor
Gatineau, Quebec K1A 0M5

Telephone: 819-994-2534
Facsimile: 819-953-5523

Eastern Canada

Director General
Historic Properties
Upper Water Street
Halifax, Nova Scotia B3J 1S9

Telephone: 902-426-4845
Facsimile: 902-426-1378

Halifax Service Centre
Historic Properties
Upper Water Street
Halifax, Nova Scotia B3J 1S9

Telephone: 902-426-3445
Facsimile: 902-426-4659

Ontario Service Centre
111 Water Street
Cornwall, Ontario K6H 6S3

Telephone: 613-938-5874
Facsimile: 613-938-5729

Quebec Service Centre
3 passage du Chien-d'Or
P.O. Box 6060
Quebec, Quebec G1R 4V7

Telephone: 418-648-4042
Facsimile: 418-648-4234

Western and Northern Canada

Director General
635 8th Avenue S.W., Suite 1550
Calgary, Alberta T2P 3M3

Telephone: 403-292-5592
Facsimile: 403-292-8868

Western Canada Service Centre
145 McDermot Avenue, 1st Floor
Winnipeg, Manitoba R3B 0R9

Telephone: 204-983-2348
Facsimile: 204-984-2240

Patented Medicine Prices Review Board

Chapter 128

General Information

Background

The Patented Medicine Prices Review Board is an independent quasi-judicial body created as a result of revisions to the Patent Act (Bill C-22) and came into force on December 7, 1987. Subsequent revisions to the Patent Act in 1993 (Bill C-91) shifted ministerial responsibility to the Minister of Health and increased the Board remedial powers.

Responsibilities

The Patented Medicine Prices Review Board was given a mandate to carry out two functions:

Regulatory: To protect consumers and contribute to Canadian health care by ensuring that prices charged by manufacturers for patented medicines sold in Canada are not excessive. The PMPRB's mandate extends to all patented drugs, including prescription and non-prescription medicines sold in Canada for human and veterinary use.

Reporting: To contribute to informed decisions and policy making, by reporting on pharmaceutical trends and on the R&D spending by pharmaceutical patentees. The PMPRB reports annually to Parliament through the Minister of Health.

Legislation

- Patent Act
- Patented Medicines Regulations, 1994

Organization

The Patent Act provides that the Board is to consist of no more than five members, appointed, on a part-time basis, by the Governor in Council, including a Chairperson and Vice-Chairperson. The Board's Chairperson is designated under the legislation as the Chief Executive Officer of the Board and is granted authority and responsibility to supervise and direct the work of the Board, including the management of its internal affairs and the work of its staff.

The Executive Director manages the work of the staff. Senior staff consists of the Director of Compliance and Enforcement, the Director of Policy and Economic Analysis, the Director of Corporate Services, the Secretary of the Board and Senior Counsel.

The staff provides an information and education program, data collection, storage and dissemination, economic and scientific analysis, case preparation and related services for the registry and administrative assistance to the Board. It also provides for hearings prior to the making of remedial orders by the Board.

Compliance and Enforcement Branch

The PMPRB's patented medicine price review activities are central to the fulfilment of its Program objective which is to ensure that prices charged by manufacturers for patented medicines sold in Canada are not excessive. The price information gathered by the Branch forms the basis of the PMPRB's Annual Report to Parliament. The Branch is responsible for the implementation of the PMPRB's Voluntary Compliance Policy and Excessive Price Guidelines. That policy includes ongoing review and analysis of prices of all patented medicines sold in Canada through evaluation of patentee submissions required under the Patented Medicines Regulations, 1994, specific Board directions (i.e. Guidelines) and other sources of price and scientific information as well as analysis of complaints respecting prices of patented medicines. The Branch manages the application of the compliance and enforcement policy in cases where the prices are outside the Guidelines.

The Branch also researches and analyses information and provides technical advice to support the development of Board policy and procedures.

Policy and Economic Analysis

The Branch is responsible for policy analysis and development, consultation, economic research and studies conducted by the PMPRB. In doing so, it liaises with other federal departments and agencies, the provincial and territorial governments and international agencies to obtain and share information on the regulation of drug prices and pharmaceutical research and development.

The Branch also provides economic expertise and conducts research studies to support the Board's

mandate of reporting annually to Parliament on the price trend information of all drugs in Canada and on research and development conducted by patentees in Canada.

At the request of the Minister of Health, the Branch carries out detailed analysis and reports on price and expenditure trends, price levels and cost drivers to provide useful decision support tools and information to assist provincial and territorial drug benefit plans to better understand and manage public spending on medicines, as well as to provide greater transparency to the public on the prices and cost drivers that they face.

Pursuant to an agreement by the Federal/Provincial/Territorial Ministers of Health and at the request of the federal Minister of Health, the PMPRB reports on its research studies conducted under the National Prescription Drug Utilization Information System (NPDUIS) on the utilization and management of pharmaceutical products in Canada.

Since November 2005, the Branch has also been mandated to monitor and report on non-patented prescriontion drug prices.

Corporate Management and Services

This group consists of three branches – Corporate Services, Secretariat and Legal Services.

Corporate Services are responsible for the management of the Information Systems; the delivery and application of government-wide programs and policies in the area of official languages, finance, administration, internal audit, personnel, security, occupational health and safety; and, is charged with the development and evaluation of strategic activities within the Board.

The Secretariat is responsible for managing a wide range of communications and information services, legal registry and support services to the Board. The Secretariat is also responsible for Access to Information and parliamentary affairs.

Legal Services provide legal advice to the PMPRB on its operations and legislation.

Information Holdings

Program Records

Compliance and Enforcement
Description: Submission by pharmaceutical patentees under the Patented Medicines

Regulations indicating prices and sales of patented medicines; information related to economic and pharmacologic analysis of new and existing patented medicines. These analysis are designed to ensure that patented medicines are not sold at excessive prices.
Topics: Economic and pharmacologic information.
Access: Files arranged by company.
Format: Information maintained by topic or drug product, within company files; in addition, all data is on a computerized database.
Program Record Number: PMP ADM 005

Policy and Economic Analysis
Description: Information and data related to policy development activities and economic analysis; as well as Research and Development expenditures by patentees.
Topics: Policy and economic analyses.
Access: Files arranged by subject.
Format: Information maintained in files; in addition, data is on a computerized database.
Program Record Number: PMP ADM 010

Secretariat/Communications
Description: Information related to the administration and management of the PMPRB's hearing process and its communications functions, including publishing and public relations.
Topics: Public Records (Registrar), communications, publications.
Access: Files arranged by subject.
Format: Information maintained in files and in computerized system.
Program Record Number: PMP ADM 020

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Administrative and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Occupational Health and Safety

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Personnel Security Screening

Classes of Personal Information

General Correspondence and Enquiries

Information in this class relates to routine correspondence concerning the monitoring and reporting activities of the PMPRB. The personal information contained in this class normally includes the name and address of the enquirer. This form of personal information is retrievable by the Records Manager only; it is retrievable only if specifics are provided concerning the subject of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Ministerial Correspondence

This class of information contains correspondence received by Health Canada from external organizations and individuals in the form of requests for information, complaints, opinions and other similar submissions related to PMPRB activities. This form of information is retrievable by the Records Manager only. It is retrievable only if specifics are provided concerning the subject of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Exclusion of Records

Under the Access to Information Act, section 24, and under the Patent Act, sections 87 and 88, referred to as privileged information.

Manuals

- Compendium of Guidelines, Policies and Procedures

- Patentees' Guide to Reporting

- Records Management

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The public may direct enquiries regarding the PMPRB to:

Secretary of the Board
Patented Medicine Prices Review Board
Standard Life Centre
333 Laurier Avenue West, Suite 1400
Ottawa, Ontario K1P 1C1

Toll-free number: 1-877-861-2350
Telephone: (613) 954-8299
General number: (613) 952-7360
Publications number: (613) 952-7360
Facsimile: (613) 952-7626
E-mail: pmprb@pmprb-cepmb.gc.ca
E-mail: sdupont@pmprb-cepmb.gc.ca
Internet: www.pmprb-cepmb.gc.ca

Reading Room

In accordance with the Access to Information Act, an area on the premises has been designated as a public reading room. The address is:

333 Laurier Avenue West, Suite 1400
Ottawa, Ontario

Pension Appeals Board

Chapter 129

General Information

Background

The Pension Appeals Board is a tribunal, which was constituted by the Parliament of Canada.

Responsibilities

The Board is the administrative tribunal hearing appeals, under the Canada Pension Plan, arising from decisions of the Review Tribunal pursuant to Section 83 of the Plan. The Board may hear appeals in relation to the following types of benefits: disability benefit; disabled contributor's child's benefit; survivor's benefit; death benefit; orphan's benefit; retirement benefit; assignment of retirement benefit; and division of unadjusted pensionable earnings.

Legislation

- Canada Pension Plan, R.S.C., c. C-8

Organization

The Pension Appeals Board is made up of judges and former judges from across the country who are appointed by Order-in-Council on the recommendation of the Minister of Justice and the Minister of Human Resources and Social Development (formerly Minister of Social Development). They assume these duties in addition to their judicial responsibilities, and are not considered employees of the Pension Appeals Board. An administrative office is located in Ottawa.

Information Holdings

Program Records

Appeal Case Files
Description: The record of individual appeals.
Topics: Notice of Appeal; Reply to Notice of Appeal; Notice of Intervention (if applicable); authorization to disclosure; letters; evidence; expenses claim; decision. Access: Records arranged by name/file number.
Program Record Number: PAB PAB 005

Authorization to Disclosure
Description: Information on agents representing a party to an appeal before the Pension Appeals Board.
Topics: Authorization to Disclosure form.
Access: By name and/or file number.
Program Record Number: PAB PAB 006

Expenses Claim
Description: Information on parties involved claiming expenses when attending a hearing of the Pension Appeals Board.
Topics: Expense Claim form.
Access: By name and/or file number.
Program Record Number: PAB PAB 007

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Audits

Budgets

Classification of Positions

Equipment and suplies

Finance

Office Appliances

Official Languages

Procurement

Particular Personal Information Banks

Appeals

Description: A completed file normally contains a copy of the documents submitted at the Review Tribunal, an application for leave to appeal and notice of appeal, the reply to the notice of appeal, the notice of intervention (if applicable), copies of correspondence and documents submitted by the parties involved in the appeal and copies of decisions related to the appeal.
Class of Individuals: The parties involved.
Purpose: To record the proceedings before the Pension Appeals Board.

Consistent Uses: available for use for an administrative purpose.

Retention and Disposal Standards: The dormant files are retained at the Pension Appeals Board for a period of 2 years and then sent to the National Archives.

RDA Number: 90/023

Related PR#: PAB PAB 005

TBS Registration: 003697

Bank Number: PAB PPU 005

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Personnel Security Screening

Manuals

- Rules of Procedure, (CPP section 28)

- Rules of Procedure, (CPP section 83)

Additional Information

Report of Decisions

Most decisions of this Board with respect to the Canada or Quebec Pension Plan are available to the public as published in full by the Commerce Clearing House (CCH) in Canadian Employment Benefits and Pension Guide Reports, from 2000 (pages 6371 and following); in Transfer Binder, 1968 to 1985 (pp. 5953-6714); in Transfer Binder, 1986 to 1992 (pp. 5953-6237); in Transfer Binder, 1993 to 1997 (pp. 5951 to 6370); and in Transfer Binder 1998 to 1999 (pp. 6371 to 6751). These documents and the decisions of the Board are held by the particular department involved to which any enquiries should be directed.

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The public may direct enquiries regarding the Pension Appeals Board to:

Pension Appeals Board
P.O. Box 8567, Station "T"
Ottawa, Ontario K1G 3H9

Telephone: 613-995-0612
Toll-free: 1-888-640-8001
E-mail: info@pab-cap.gc.ca
Internet: www.pab-cap.gc.ca

Reading Room

Conference Room
Capital Square Building
222 Queen Street, 9th Floor
Ottawa, Ontario K1P 5V9

Port Alberni Port Authority

Chapter 130

General Information

Background

The Port was initially established in 1947 and as a Harbour Commission was governed by the Harbour Commission's Act of 1964. Port Alberni Port Authority is a continuation of the Harbour Commission and was proclaimed July 1st, 1999 pursuant to the Canada Marine Act, which received Royal Assent on the 11th day of June 1998.

Port Alberni Harbour is one of the finest deep sea inland harbours on the North American Continent and is the closest deep sea port to the Pacific Rim. Vessels up to and including panamax size can easily navigate the Alberni Inlet.

Responsibilities

Port Alberni Port Authority is responsible for both the day-to-day operations of the harbour, and the long term development and improvement of the waterfront facilities, including recreational marinas and secondary industries to the extent that these activities are specified in the Port Alberni Port Authority Letters Patent. The Port Authority is committed to working with the Community towards economic diversification.

Legislation

- Canada Marine Act, S.C. 1997-98, C.10

- Port Alberni Port Authority Letters Patent

- Port Authorities Management Regulations

- Operating Regulations

Organization

The President and Chief Executive Officer of Port Alberni Port Authority is the individual responsible for the organization and as such, performs all the activities related to port operations pursuant to the Canada Marine Act and the Access to Information Act.

Finance and Administration

Responsibilities include financial analysis; budget forecasts; preparation of financial reports and 5 year plan; accounts payable/receivable; cash management; payroll; computer systems; human resources; co-ordinate preparation and distribution of the Annual report; and to co-ordinate advertising and publicizing the Port Alberni Port Authority.

Operations

This department is responsible for marine traffic management within the harbour limits; and enforcement of regulations as a port authority as well as emergency planning.

Property Development

Responsibilities of the department are to review and maintain awareness of land development opportunities; to review and address property issues; and to administer the leasing, permitting and licensing of tenants and activities along the Crown portion of Alberni Harbour.

Information Holdings

Program Records

Corporate Plans
Description: Five Year Business Plan.
Topics: Research; forecasts, budgeting.
Program Record Number: PAPA CPP 005

Engineering Services
Description: Information on the planning, design, construction and maintenance of Port Alberni Port Authority and its facilities.
Topics: Construction supervision; consultant management; research; drafting; tenders; work orders; inspections; progress reports and payments.
Program Record Number: PAPA EGS 010

Property
Description: Information relating to the acquisition, disposal, exchange, leasing, construction, engineering and development of water-front, waterlot areas and upland properties within the jurisdiction of Port Alberni.

Topics: Agreements for development and/
or service of real estate including habitat
preservation; the acquisition or exchange of
properties to facilitate harbour access and port
business; the leasing and/or permitting of tenants;
and the development of physical assets including
buildings and service infrastructures such as roads
and sewers.
Program Record Number: PAPA PRO 020

Tariffs
Description: Information on the establishment
of, and revision to, tariffs.
Topics: Wharfage rates; berthage rates;
harbour dues.
Program Record Number: PAPA TFF 015

Standard Program Records

Please see the INTRODUCTION to this publication
for the definition of Standard Program Records and
a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Employment and Staffing

Finance

Human Resources

Classification of Positions

Lands

Salaries and Wages

Training and Development

Particular Personal Information Banks

Applications for Employment
Description: This file contains applications
received from the general public for possible
employment with Port Alberni Port Authority.
Class of Individuals: General public.
Purpose: Information may be used to fill vacancies
in the Port Alberni Port Authority for which
applicants have suitable qualifications.
Consistent Uses: Records are kept of the
information used in staffing a position.
Retention and Disposal Standards: Records are
retained for one year and then destroyed.
RDA Number: 98/005
Related PR#: PAPA PRN 920

TBS Registration: 005029
Bank Number: PAPA PPU 020

Personal Service Contracts
Description: Files are held containing the terms
and conditions of individuals employed on contract
to Port Alberni Port Authority.
Class of Individuals: General public.
Purpose: The purpose of these files is to provide
documentation and authorization for personal
service contracts.
Consistent Uses: This file records payment to
individuals for income tax purposes as well as
budgetary spending.
Retention and Disposal Standards: Records are
retained for six years after expiry of the contract
and then destroyed.
RDA Number: 99/004
Related PR#: PAPA PRN 915
TBS Registration: 005030
Bank Number: PAPA PPU 010

Property Services
Description: Information is held on the property
that is managed by the Authority and tenants.
Class of Individuals: General public.
Purpose: These files document property
transactions between Her Majesty, Port Alberni
Port Authority and general public such as leases,
agreement, sale, exchange or purchase of lands.
Consistent Uses: The information in these files
is used to document the decision process in
property matters.
Retention and Disposal Standards: Records are
retained for an indeterminate period.
RDA Number: to be determined
Related PR#: PAPA PRO 020
TBS Registration: 005031
Bank Number: PAPA PPU 015

Standard Personal Information Banks

Please see the INTRODUCTION to this publication
for the definition of Standard Banks and a
description of their contents.

Access to Information and Privacy Requests

Classes of Personal Information

In the course of conducting the programs and
activities of Port Alberni Port Authority, categories
of personal information may be accumulated
which are not contained in the specific personal
information banks described above. Such personal
information includes expressions of public support,

offers of services, and complaints. This information is stored as part of the general subject files where records are not normally retrieved by name of the individual or other personal identifiers.

Personal information is normally retrievable only if specifics are provided concerning the subject matter, the related program activity, and the approximate date on which Port Alberni Port Authority would have received the information. The retention periods for these classes of personal information are controlled by the Records Retention Schedules for the general subject files in which they are stored.

Manuals

- Emergency Procedures Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Port Alberni Port Authority under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the Port Alberni Port Authority.

Requests for further information about the Port Alberni Port Authority may be directed to:

Port Alberni Port Authority
2750 Harbour Road
Port Alberni, British Columbia V9Y 7X2

Telephone: 250-723-5312
Facsimile: 250-723-1114
E-mail: portadmin.papa@telus.net
Internet: www.alberni.net/harbor

Reading Room

Under the Access to Information Act, the Port Alberni Port Authority has designated an area on the premises at the above address as the public reading room.

Prince Rupert Port Authority

Chapter 131

General Information

Background

The Prince Rupert Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998 and came into force with respect to Port Authorities on the 1st day of May 1999. This Act repealed the Canada Ports Corporation Act of 1983 which amended the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the 1964 Harbour Commissions Act.

The Port of Prince Rupert, located on the northwest coast of British Columbia (BC) some 800 kilometers north of Vancouver, BC, is considered to be Canada's marine gateway to Asia. As the railhead on the West coast of North America, the Port of Prince Rupert is directly linked to the North American Heartland by road, rail and air.

Responsibilities

The role of the Prince Rupert Port Authority is to facilitate and expand the movement of cargo and passengers through the Port of Prince Rupert, provide facilities, services and technologies that are competitive, safe, commercially variable, dependable and customer oriented and to operate with broad public support in the best interests of Canadians.

Legislation

- Canada Marine Act, R.S.C. 1998, chapter C-10
- Port Authorities Management Regulations
- Port Authorities Operating Regulations

Organization

Board of Directors

Three levels of government, Federal, Provincial and Municipal, each appoint an individual to the Prince Rupert Port Authority Board of Directors. The Federal Transport Minister, on the recommendation of the port users, appoints the four other directors. The Board elects a Chairperson from among their number.

President and Chief Executive Officer

The President and Chief Executive Officer of the Prince Rupert Port Authority is the Head of the Institution for the purposes of the Access to Information Act and exercises all the powers and responsibilities pertaining to this function under the Act in question.

Finance and Operations

This Division consists of Finance, Accounting, Harbour Operations, Security, Environmental Services, Maintenance, General and Property Administration, Statistics, Information Services and Human Resources.

Marketing and Development

This division consists of Business Development, Marketing and Advertising, Engineering, Technical Support, Facilities and Property Planning.

Information Holdings

Program Records

Cargo Handling
Description: Information relating to all aspects of cargo handling -storage, transfer, cargo, commodities, transportation, and other related subjects.
Topics: Bulk cargo; break bulk cargo; liquid bulk and general cargo.
Program Record Number: PRPA CAR 010

Communications and Marketing
Description: Information relating to media relations, press releases, client relations, marketing analysis, advertising, promotional events, and community relations.
Topics: Media clippings; advertising; corporate identity; publications; speeches and presentations; promotions and events.
Program Record Number: PRPA CAM 020

Engineering
Description: Information relating to buildings management, maintenance of facilities and structures, projects design and construction.
Topics: Dredging & filling; hydrographics; inspection; railways; roads; specifications & standards.
Program Record Number: PRPA ENG 030

Environmental Services
Description: Information relating to environmental assessment reports, issues and projects.
Topics: Environmental issues.
Program Record Number: PRPA ENV 040

Harbour Operations
Description: Information relating to traffic, vessels, safety, emergency planning, and related subjects.
Topics: Accidents and incidents; aircraft; anchorage; berthage; dangerous goods; harbour headline; marinas; navigation; patrol boats; recreational waterway use.
Program Record Number: PRPA HOP 050

Information Systems
Description: Information relating to information systems, hardware, software, security and access requirements, and networks.
Topics: Development projects; inventory; operations; security & integrity; standards; support.
Program Record Number: PRPA INF 060

Legal and Corporate Secretarial
Description: Information relating to agreements and contracts, acts and regulations, corporate by-laws, cases and opinions, litigation, and research. Includes Board of Directors and Committee minutes, and Orders in Council appointing Board members.
Topics: Submissions; jurisdictions; trademarks; legislation.
Program Record Number: PRPA LCS 070

Port Development
Description: Information relating to future planning and policy development, growth through capital projects and includes development projects and land use plans.
Topics: Land acquisition & disposition; municipal and regional land use; permits.
Program Record Number: PRPA DEV 080

Properties
Description: Information relating to the administration of Authority properties, property leases, licences, easements, acquisitions and disposals of property, and title searches.
Topics: Payments in lieu of taxes; title information; insurance; appraisals; casual use; commercial leases & agreements; recreational leases & agreements.
Program Record Number: PRPA PRO 090

Security
Description: Information relating to investigations, security systems, and liaisons.
Topics: Security service; terminals security; investigation & incident summaries.
Program Record Number: PRPA SEC 100

Terminal Operations
Description: Information relating to cargo and cruise ship operations.
Topics: Canada Customs; cargo terminals; cruise terminals; operators.
Program Record Number: PRPA TOP 110

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Classifications of Positions

Employment and Staffing

Finance

Human Resources

Official Languages

Pensions and Insurance

Personnel

Physical Security

Procurement

Salaries and Wages

Training and Development

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Relocation

Travel

Manuals

- Canadian Payroll Manual

- Canadian Port Authorities Pension Plan Manual

- Emergency Plan

- Financial Management Policies and Guidelines

- Land Use Management

- Official Languages

- Practices and Procedures for Prince Rupert Harbour

- Superannuation Administration Manual

- Superannuation Insurance Administration Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Prince Port Authority under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the Prince Rupert Port Authority.

Requests for further information about the Prince Rupert Port Authority and its various programs and functions may be directed to:

Prince Rupert Port Authority
215 Cow Bay Road, Suite 200
Prince Rupert, British Columbia V8J 1A2

Telephone: 250-627-8899
Facsimile: 250-627-8980
Internet: www.rupertport.com

Reading Room

Prince Rupert Port Authority's Library has been designated under the Access to Information Act as a public reading room. The address is:

215 Cow Bay Road, Suite 200
Prince Rupert, British Columbia

Privy Council Office

Chapter 132

The annual update for this institution was not received for inclusion in the 2006-2007 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

General Information

Background

The Privy Council Office came into being under the Constitution Act of 1867. From 1940 on, it has also provided the secretarial functions for the Cabinet.

The Federal-Provincial Relations Office (FPRO), formerly established as a federal department on January 1, 1975, has been re-integrated with the Privy Council Office effective June 25, 1993.

Responsibilities

The Privy Council Office provides secretariat support for Cabinet and the committees of Cabinet to facilitate the collective decision-making of Cabinet, and assists the exercise of the prerogatives of the Prime Minister, including the organization and processes of government and the appointment of senior officials to government positions. The overall responsibilities of the Office include: the coordination and provision of material related to the meetings of Cabinet and Committees of Cabinet for the use of the Prime Minister and the chairpersons of committees; liaison with departments and agencies of government on Cabinet matters; undertaking special studies on matters of current public policy concern as required (this includes participation in interdepartmental committees of officials through the provision of chairpersons, members or secretaries and the preparation of papers for, and on behalf of, such committees). In addition, the Office provides support and advice to the Prime Minister on prime ministerial prerogatives, assumes responsibilities for the organization of the Government of Canada, provides advice to the Prime Minister on national security and intelligence matters, undertakes the examination of submissions to the Governor in Council to ensure conformity with policy and legal requirements, prepares draft orders, and assumes duties related to regulations made under the Statutory Instruments Act including the examination, revision, registration and preparation

for publication of federal statutory regulations in Part II of the Canada Gazette.

Also, in addition to the other responsibilities outlined above, the Privy Council Office now provides advice, assistance and information to the Prime Minister and to the Minister of Intergovernmental Affairs concerning federal-provincial relations. The Office also coordinates the policy framework for federal-provincial-aboriginal relations and supports the Interlocutor for Métis and Non-Status Indians.

Legislation

- Act Respecting the Office of the Secretary to the Cabinet for Federal-Provincial Relations and Respecting the Clerk of the Privy Council, S.C. 1974-75-76, c. 16

- Order-in-Council (P.C. 1940-1121, March 25, 1940)

Organization

For the purpose of the Financial Administration Act, the Privy Council Office is regarded as a department of government under the direction of the Prime Minister. The Clerk of the Privy Council and Secretary to the Cabinet, under whose direction the Privy Council Office's functions are carried out, is considered a deputy head taking precedence among the chief officers of the public service. The Privy Council Office is separated into the following main areas: Plans and Consultation; Machinery of Government and Senior Personnel; Operations; Security and Intelligence and Counsel; and, Corporate Services.

Information Holdings

Program Records

Aboriginal People
Description: Information relating to Canada's Indian people including education and training, social assistance, Indian reserves, Indian lands and economic and constitutional development; Tripartite Self-Government Negotiations.
Topics: Aboriginal People; Aboriginal Constitutional Affairs; Comprehensive Land

Claims; Métis; Economic and Native Housing Programs; Requests for Assistance and Funding and Self-Government.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO FPR 150

Access to Information and Personal Information Requests
Description: Information concerning requests made under the Access to Information Act to access records of the Privy Council Office, the replies to such requests and information related to their processing. Information is used to process requests and for research and statistical purposes.
Program Record Number: PCO ADM 080

Agriculture
Description: Information relating to federal policies, programs and regulations concerning agriculture and food including agricultural research, human and animal protection, farm income support, market development and agricultural development.
Topics: Agriculture; Dairy and Grain Products; Farms; Food and Livestock.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 200

Arts and Culture
Description: Information relating to the promotion and fostering of Arts and Culture in Canada including programs designed to meet the needs of Canadian artistic and cultural organizations, copyright protection and museum programs.
Topics: Arts and Culture; Copyrights; Cultural Events, Programs and Associations; Federal-Provincial Conferences and Meetings; History and Heritage; Task Forces.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 240

Canadian Sovereignty
Description: Information relating to Canadian sovereignty including the evolution and promotion of Canadian nationalism and the concept of a "Canadian identity" and to Canada's claims to sovereignty over the arctic waters and the Northwest Passage.
Topics: Canadian Sovereignty and Territorial Sovereignty.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 315

Communications
Description: Information relating to Communications and Telecommunications including radio, television, cable television, pay television and specialty services, telecommunications facilities and services and the overall planning and coordination of government communications.
Topics: Communications; Broadcasting; Canadian Radio-Television and Telecommunications Commission (CRTC); Co-ordination of Government Communications; Petitions to Governor-in-Council for CRTC Decisions; Telecommunications.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO PLS 045

Constitution
Description: Information relating to the Canadian Constitution including the patriation and revision of the Constitution, the Constitution Acts, constitutional law and the Meech Lake Accord.
Topics: Constitution; Canadian Charter of Rights and Freedoms; Meech Lake Constitutional Accord; Second Round of Constitutional Discussion.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO FPR 155

Consumers and Business
Description: Information relating to the interests of consumers and business including consumer aid and protection, patents and trademarks, bankruptcy and the metric system.
Topics: Consumers and Business; Federal Business Development Bank (FBDB); Metric System; Patents and Trademarks.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 230

Crown and Royalty
Description: Information relating to the rights and privileges of the Crown and its representatives including the Members of the Royal Family, the Governor General, Lieutenant-Governors and Royal Visits.
Topics: Crown and Royalty; Governor General; Lieutenant-Governors; Royal Visits.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 285

Defence
Description: Information relating to the Canadian Armed Forces and all matters concerning national defence and civil defence including the land, sea

and air elements of the armed forces, arms control and disarmament, Canada's international defence relations and search and rescue operations.
Topics: Defence; Arms Control and Disarmament; Canada Defence Relations; Canadian Armed Forces; Canadian Defence Policy; Emergency Planning and Preparedness; Expenditures; North Atlantic Treaty Organization (NATO); Peace Initiatives; Search and Rescue; Strategic Defence Initiative (SDI).
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 320

Education
Description: Information relating to the development and implementation of strategies to improve education in Canada including Canadian literacy, youth and student loan programs, and fiscal transfers from the federal government to the provinces.
Topics: Education; Universities, Colleges and Institutes.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 270

Employment
Description: Information relating to employment and unemployment in Canada including employment equity, job creation, the Labour market, training, unemployment insurance and employment programs for youth and students.
Topics: Employment; Employment Equity; Job Creation; Labour Market; Training and Retraining; Unemployment Insurance; Youth and Students.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 275

Energy, Mines and Resources
Description: Information relating to discovery, development and intelligent use of Canada's mineral and energy resources including research and development, energy conservation, electric power, nuclear power, oil and gas, renewable and non-renewable energy and mineral resources.
Topics: Energy, Mines and Resources; Electric Power Energy; Nuclear Energy; Oil and Gas; Forestry; Minerals and Metals.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 205

Environment
Description: Information relating to the Canadian Environment including the management and protection of migratory birds; the provision of information on weather, climate, ice and sea conditions and air quality. It also includes the protection and enhancement of the quality of the natural environment (water, soil and air); and the conservation of renewable water, land and wildlife resources.
Topics: Environment; Acid Rain; National Parks; Water Exports; Wildlife.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 280

Finance and Economics
Description: Information relating to economic and financial affairs including the federal budget, financial institutions, economic summits; monetary policy; regional economic development and taxation.
Topics: Finance and Economics; Budget; Financial Administration Act (FAA); Financial Institutions; International Economic Summits; Monetary Policy; National Economic Summit (1985); Organization for Economic Cooperation and Development (OECD); Policy and Expenditure Management System (PEMS); Public Accounts; Public Expenditures; Industrial and Regional Development; Taxation.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 235

Fisheries and Oceans
Description: Information relating to seacoast and inland fishing including fishing standards, fish and seafood inspection, marine research and freshwater research.
Topics: Fisheries and Oceans; Federal-Provincial Relations; Fish and Seafood Inspection.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 210

Fitness and Sport
Description: Information relating to the fitness of Canadians and their participation and excellence in sport including national and international amateur sport, amateur sport funding and fitness funding.
Topics: Fitness and Sport; Calgary Winter Olympic Games (1988).
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 265

Foreign Relations
Description: Information relating to Canada's foreign policy including relations between Canada

and other countries, representation of Canada in foreign countries and at international conferences, and Canadian aid and assistance to other countries.
Topics: Foreign Relations; Africa; Commonwealth; Countries; Development and Debt Assistance; La Francophonie; United Nations.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 325

Government

Description: Information relating to the Government of Canada including the organization of the government, the organization and methods of the departments and agencies of the federal government, Cabinet and its Cabinet Committees.
Topics: Government, Access to Information and Privacy Legislation; Cabinet; Change of Government; Conflict of Interest and Post-Employment Code; Departments, Agencies and Crown Corporations; Deputy Ministers; Elections; Machinery of Government; Government Contracting, Advertising Major Surveys and Public Opinion Research; Petitions to the Governor in Council; Prime Minister; Priorities and Planning; Queen's Privy Council for Canada; Regulatory Process.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 305

Health, Welfare and Social Services

Description: Information relating to the promotion and preservation of health, social security and social welfare of Canadians including health protection, health information and education, health research and development, income security, social services and social development and policy.
Topics: Health, Welfare and Social Services; Abortion; Child Care; Disabled and Handicapped Persons; Disease and Disease Control; Drug and Alcohol Abuse; Environmental Quality and Health Hazards; Federal-Provincial Meetings and Conferences; Housing; Medicare and Health Care Services and Programs; Pensions and Income Security; Services and Programs for the Elderly; Social Development and Social Policy; Voluntary Organizations; Women's Issues.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 260

Honours, Awards and Memorials

Description: Information relating to the conferment of honours and awards for the achievement

of excellence in any field of endeavour, the acceptance and wearing by Canadians of foreign orders, and the dedication of memorials in honour of great achievements.
Topics: Honours, Awards and Memorials, Commonwealth and Foreign Orders; Memorials and Monuments.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 290

Immigration

Description: Information relating to the provision of immigration services including legal entry of visitors to Canada, applications for visas, refugees, deportation and the granting of citizenship to immigrants.
Topics: Immigration; Applications; Citizenship; Refugees.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 255

Justice

Description: Information relating to the Canadian justice system including the legal affairs of the federal government; the administration of federal laws, bills and regulations; civil and criminal law; legal aid and human rights legislation.
Topics: Justice; Capital Punishment; Correctional Services and Penal Institutions; Court Cases; Crimes Against Children; Criminal Justice Meetings; Criminal Law; Divorce; Firearms; Extraterritoriality; Human Rights; Judiciary; Juvenile Justice; Legal Aid; Pornography and Prostitution; War Criminals.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO PLS 035

Labour

Description: Information relating to industrial relations, standards for wages, conditions of employment, and occupational safety and health including arbitration, mediation and labour laws, working conditions and work benefits.
Topics: Labour; Collective Bargaining; Labour Adjustment Assistance; Working Conditions.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 250

Multiculturalism

Description: Information relating to the integration of multiculturalism into all aspects of national life including race relations, multiculturalism in education and in broadcasting.

Topics: Multiculturalism; Ethnic Injustices.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 245

Official Languages
Description: Information relating to the promotion of Canada's two official languages (English and French) including the implementation of the Official Languages Act in federal departments and agencies and complaints from the public and public servants concerning English and French as languages of work and their use in providing services to the public.
Topics: Official Languages; Complaints; Court Challenges Program; Education; Federal Public Service; Provinces and Territories; Renewal.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 295

Parliament
Description: Information relating to the Parliament of Canada including the House of Commons, the Senate, the legislative program, Members of Parliament and Parliamentary Committees.
Topics: Parliament, House of Commons; Legislative Program; Members of Parliament; Opening, Proroguing and Dissolution of Parliament; Parliamentary Committees; Senate.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO PLS 040

Petitions and Submissions
Description: Petitions to the Governor in Council which are submitted due to legislative requirements or as an expression of personal concern. They can also be sent to the Privy Council Office, Cabinet, the Prime Minister or the Clerk of the Privy Council.
Topics: Petitions and submissions covering a wide variety of subjects; legislative provisions including the Criminal Code, the Criminal Records Act, the Judges Act, the Immigration Act, the National Defence Act, the Broadcasting Act, and the National Transportation Act.
Program Record Number: PCO PLS 030

Provinces and Territories
Description: Information relating to the provinces and territories of Canada including the government administration of each province or territory and the federal government's relationship with the province or territory and municipalities.
Topics: Provinces and Territories; Federal-Provincial Relations; Government Administration;

Municipalities.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO FPR 160

Public Service
Description: Information relating to the Public Service of Canada including subjects relating to the staffing of public service jobs, superannuation, pension plans, separations and training programs for public servants.
Topics: Public Service; Public Service Awards; Staffing; Superannuation and Pension Plans; Termination of Employment; Training Programs for Public Servants.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 310

Public Works
Description: Information relating to the management of real property for the Government of Canada and to the provision of planning, design, construction and realty services to government institutions, departments and agencies.
Topics: Public Works; Federally-Owned Lands; National Capital Region (NCR); Official Residences; Parliament Hill; Real Property Management.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 300

Research and Science
Description: Information relating to research and science in Canada, including industrial and manufacturing technology research, medical and space research and science and technology.
Topics: Research and Science; Industrial and Manufacturing Technology Research; Medical Research; Science and Technology; Space.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 215

Security and Intelligence
Description: Information on federal security and intelligence policies and programs, and intelligence assessments.
Topics: Interdepartmental committee system; government security policy; protective security; intelligence policies and requirements; programs, organization, and resources; intelligence assessments; communications security; counter-terrorism policies and programs.
Access: Files are arranged by subject.

Format: Paper.
Program Record Number: PCO SAI 110

Senior Personnel
Description: Information in support of the Senior Personnel Secretariat. It includes the identification of candidates, human resource planning, career development and performance appraisals for current, former and possible incumbents of positions appointed by the Governor in Council.
Topics: Appointments; committees; research and other studies; and related personnel management issues such as allowances and benefits, employment and staffing, retirement and termination of employment, salaries and wages and superannuation.
Program Record Number: PCO SPS 050

Standards of Conduct Compliance
Description: Information relating to compliance with the government's Conflict-of-Interest and Post-Employment Code.
Topics: Senior personnel categories; investigations; task force; guidelines; committees; councils; panels and political activities.
Program Record Number: PCO SPS 055

Trade and Industry
Description: Information relating to Canadian industries and Canadian international trade including the development and promotion of Canada's international trade; export marketing and promotion; exhibitions and trade fairs; the import and export of goods; foreign investment in Canadian industries and bilateral and multilateral trade.
Topics: Trade and Industry; Exhibitions and Trade Fairs; Foreign Investment; Industries; International Trade.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 220

Transportation
Description: Information relating to all methods of transportation including air, marine and rail transportation, roads and highways and transportation safety.
Topics: Transportation; Air Transportation; Government Transportation Services; Marine Transportation; Surface Transportation; Transportation Safety.
Access: Files are arranged by subject.
Format: Paper.
Program Record Number: PCO OPS 225

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Administration

Administration and Management Services

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Finance

Human Resources

Lands

Occupational Health, Safety and Welfare

Official Languages

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Vehicles

Particular Personal Information Banks

Access to Information Request Data Bank
Description: This bank contains Access to Information Request Forms sent by individuals requesting access to records under the control of the Privy Council Office, the replies to such requests and information related to their processing. Information on exemptions or exclusions claimed, on complaints handled, or other aspects of administering access requests.
Class of Individuals: Canadian citizens, permanent residents and all individuals residing in Canada.
Purpose: The purpose of this bank is to administer access requests in accordance with the Access to Information Act.
Consistent Uses: The bank is also used to record the processing of access to information requests under the Act and to report to Treasury Board and to Parliament on requests received and processed and for the purpose of consultations with other government institutions.
Retention and Disposal Standards: Records are kept for two years.

RDA Number: 78/001
Related PR#: PCO ADM 080
TBS Registration: 002545
Bank Number: PCO PPU 040

Governor in Council Personnel Records
Description: This bank contains manual and computerized personnel information on current, former and possible incumbents of positions occupied by individuals appointed by the Governor in Council. Records include appointment information, appraisals, classification level, correspondence and memoranda, education and employment history, pay, insurance and superannuation data, selection documents, succession plans and career planning information.
Class of Individuals: Governor in Council appointees and potential candidates for Governor in Council positions.
Purpose: The purpose of this bank is to support the requirements of the Senior Personnel Secretariat in its role of identifying candidates, personnel planning, career development, performance appraisals and salary reviews and maintenance of information on the Governor in Council appointments.
Retention and Disposal Standards: Records are retained for 30 years.
RDA Number: 69/076
Related PR#: PCO SPS 050
TBS Registration: 002548
Bank Number: PCO PPU 020

Petitions and Submissions
Description: This bank contains petitions or submissions made to the Governor in Council. The petitions can be pursuant to legislative requirements or may arise from the personal concerns of individual citizens. The petitions can also be sent to the Privy Council, Cabinet, the Prime Minister and the Clerk of the Privy Council. The legislative provisions include such statutes as the Criminal Code, the Criminal Records Act, the Judges Act, the Immigration Act, the National Defence Act, the Broadcasting Act, and the National Transportation Act.
Class of Individuals: Individuals may be members of the general public, members of the Canadian Armed Forces, judges, or inmates of penitentiaries.
Purpose: Every citizen of Canada has the right to petition the Crown concerning any matter. In addition, certain statutes provide a right to petition the Governor in Council. This material is not collected or obtained by the Office of the Privy Council; rather, it is sent to the Office. No form or format is required. The petition or submission is

reviewed and an opinion regarding the validity of the claim is provided to the Governor in Council.
Consistent Uses: No use is made of the material other than that specifically related to the claim of the petitioner or applicant.
Retention and Disposal Standards: Records are retained for 30 years.
RDA Number: 69/076
Related PR#: PCO PLS 030
TBS Registration: 002550
Bank Number: PCO PPU 010

Privacy Request Data Bank
Description: This bank contains Personal Information Request Forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included.
Class of Individuals: Members of the general public and government employees who make requests for access to personal information about themselves under the Privacy Act.
Purpose: The purpose of this bank is to administer requests for access to personal information, in accordance with the Privacy Act.
Consistent Uses: The bank is also used to record the processing of access requests under the Privacy Act, to report to Treasury Board and to Parliament on requests received and processed and for the purpose of consultations with other government institutions.
Retention and Disposal Standards: Records are kept for two years.
RDA Number: 78/001
Related PR#: PCO ADM 080
TBS Registration: 002544
Bank Number: PCO PPU 036

Professional Service Contract Files
Description: This bank contains professional service contract files for the Prime Minister's Office, the Deputy Prime Minister's Office, the President of the Privy Council for Canada, the Office of the Leader of the Government in the House of Commons, the Office of the Leader of the Government in the Senate, the Privy Council Office and the former Federal-Provincial Relations Office. It contains management recommendations, outline of service, biographic information and official signed contracts.
Class of Individuals: Individuals who have signed a professional service contract with the above mentioned institutions.
Purpose: The main use of the bank is to report on status and commitment values

and audit of payment.
Consistent Uses: The bank is also used to prepare statistical information for response to parliamentary questions.
Retention and Disposal Standards: Records are retained for six years after completion of contract.
RDA Number: 99/004
Related PR#: PCO ADM 912
TBS Registration: 002549
Bank Number: PCO PPU 015

Security and Intelligence Information Files
Description: This bank contains documentary information concerning security-related investigations or reports on individuals identified as posing a potential risk to national security and who have been brought to the attention of the Privy Council Office by a federal investigative agency or by another department.
Class of Individuals: Public servants, former public servants, candidates for the public service (95%); and a small number of persons whose activities have been brought to the attention of the Privy Council Office (5%).
Purpose: The purpose of this bank is to inform the Privy Council Office of national security concerns relating to the individuals mentioned in these files. Most of the information was collected by the Canadian Security Intelligence Service or by the former Royal Canadian Mounted Police Security Service.
Retention and Disposal Standards: This information is retained for 30 years.
RDA Number: 69/076
TBS Registration: 002551
Bank Number: PCO PPU 005

Standards of Conduct Compliance Records
Description: This bank consists of material related to compliance with the government's policy on conflict of interest and other standards of conduct by holders of public office.
Class of Individuals: Holders of public office, including ministers, parliamentary secretaries, exempt ministerial staff, Governor in Council appointees, public servants and other persons hired or appointed by the government.
Purpose: These records are used for determining precedents regarding compliance with the Conflict of Interest and Post- Employment Code and for considering amendments to existing policies.
Retention and Disposal Standards: Records are retained for 30 years.
RDA Number: 69/076
Related PR#: PCO SPS 055

TBS Registration: 002547
Bank Number: PCO PPU 030

Classes of Personal Information

The files held by the Privy Council Office are organized under broad subject headings. The information they contain deals with specific issues of interest to the government from time to time. Since much of the material in these files originates in other government departments, requests for general information should be referred to the government department having the greatest interest in the subject matter.

Exclusion of Records

Under the Access to Information Act, Program Records referred to as confidences of the Queen's Privy Council for Canada are excluded from the provisions of the Act under section 69. These records are less than 20 years old.

It should be noted that Orders-in-Council are published in Part II of the Canada Gazette and are, therefore, records in the public domain. Requests for this material should not be made under the provisions of the Access to Information Act.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Privy Council Office and its various programs and functions may be directed to:

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Blackburn Building
85 Sparks Street, Room 625
Ottawa, Ontario

Public Health Agency of Canada

Chapter 133

General Information

Background

The Public Health Agency of Canada (PHAC), as part of the federal health portfolio, has a mission to promote and protect the health of Canadians through leadership, partnership, innovation and action in public health. To assist Canadians in moving towards its vision of healthy Canadians and communities in a healthier world, the Agency is mandated to work in collaboration with its partners, to mobilize pan-Canadian action in preventing disease and injury, and to promote and protect national and international public health.

Responsibilities

The Agency achieves its objectives through leadership and partnership. Through work with provinces and territories, the Agency translates public health skills and knowledge into action across the public health spectrum, including promoting health, preventing infectious and chronic disease, and preparing for health-related emergencies.

PHAC is made up of four Branches, including two Laboratories, and has more than 1,600 staff contributing to the achievement of the Agency's mission. In addition to the National Capital Region, PHAC has a presence in the Atlantic, Quebec, Ontario and Nunavut, Manitoba and Saskatchewan, Alberta and Northwest Territories, and British Columbia and Yukon Regions.

PHAC's main areas of focus are: prevention of disease and injury and the promotion of health; federal leadership and accountability in managing public health emergencies; sharing Canada's expertise with the rest of the world, and applying international research and development knowledge to Canada's public health programs; strengthening intergovernmental collaboration on public health and facilitating national approaches to public health policy and planning; and playing a role in Aboriginal public health issues along with Health Canada.

Legislation

- Department of Health Act, R.S.C. 1985, c. H-3.2

- Emergency Preparedness Act, R.S., 1985, c.6 (4th Supp.)

- Financial Administration Act, R.S.C. 1985, c. F-11

- Fitness and Amateur Sport Act, R.S.C. 1985, c. F-25

- Human Pathogens Importation Regulations, SOR/94-558

- Immigration Act, R.S. 1985

- Quarantine Act, R.S.C. 1985, c. Q-1

- Quarantine Act, S.C. 2005, c.20

- Quarantine Regulations, C.R.C., c.1368

- Queen Elizabeth II Canadian Research Fund Act, R.S.C. 1970, c. Q-1

Organization

Branches — Directorates — Laboratories

Health Promotion and Chronic Disease Prevention Branch

The following list outlines the Branches of PHAC: Infectious Diseases and Emergency Preparedness Branch, Strategic Policy, Communications and Corporate Services Branch, Public Health Practice and Regional Operations Branch.

The components of each Branch are described below.

Infectious Disease and Emergency Preparedness Branch (IDEP)

The Infectious Disease and Emergency Preparedness Branch is responsible for ongoing domestic surveillance, research, technical assistance, investigation, and response to infectious disease outbreaks and global disease events; maintaining a state of readiness to respond to public health emergencies; and policy and program development around the promotion, prevention and protection of public health. IDEP leads PHAC's work around planning and coordinating pandemic influenza preparedness, and is responsible for the Canadian Pandemic Influenza Plan. The Plan maps out how Canada will prepare for, and respond to, an influenza

pandemic, and has been developed through a collaborative process between federal, provincial, territorial, local and regional governments and non-government stakeholders.

Centre for Emergency Preparedness and Response (CEPR)

The Centre is Canada's central coordinating point for public health security issues. Its many responsibilities include developing and maintaining national emergency response plans for PHAC; monitoring outbreaks and global disease events; assessing public health risks during emergencies; contributing to keeping Canada's health and emergency policies in line with threats to public health security and general security for Canadians in collaboration with other federal and international health and security agencies; being responsible for the important federal public health rules governing laboratory safety and security, quarantine and similar issues; and being the health authority in the Government of Canada on bioterrorism, emergency health services and emergency response.

Centre for Infectious Disease Prevention and Control (CIDPC)

The Centre promotes improvement in the health status of Canadians in the area of infectious diseases through public health action. These actions include surveillance and epidemiology, risk analysis and risk management activities, health prevention and promotion, public health policy development, and outbreak response. CIDPC's objectives are to prevent and decrease the transmission of infectious diseases and to improve the health status of those infected. The Centre's program areas focus on key priority issues including: tuberculosis and other respiratory infections; HIV/AIDS and other sexually transmitted infections; hepatitis B and hepatitis C; foodborne and waterborne infections; pandemic influenza; health-care acquired infections; and emerging zoonoses. The Centre works in close partnership with Canada's provinces and territories, NGOs, healthcare workers and with international agencies to accomplish its mandate.

National Microbiology Laboratory (NML)

Located in the Canadian Science for Human and Animal Health (CSCHAH) in Winnipeg, NML is Canada's main public health laboratory with responsibility for the identification, investigation, control and prevention of disease. NML comprises of four programs: Bacteriology and Enterics, focusing on bacterial diseases such as tuberculosis and meningitis, along with food and water-borne pathogens such as E-Coli and salmonella and infections affecting the human nervous and/or motor system; Host Genetics and Prion Disease, dealing with transmissible spongiform encephalophthies such as Creutzfeldt-Jakob disease; Viral Diagnostics addressing a range of viral diseases including hepatitis and other blood-borne diseases, respiratory viruses, and viral exanthemata such as measles; and Zoonotic Disease end Special Pathogens dealing with viral, bacterial and rickettsial zoonoses (diseases transmitted to humans from other species) such as West Nile virus, along with Biosafety Level 4 agents such as Ebola. These Laboratories provide expert microbiological reference testing, surveillance, and outbreak investigation support to the public health network in Canada.

Laboratory for Foodborne Zoonoses (LFZ)

The Laboratory provides policy makers and other stakeholders with scientific information and advice on minimizing the risks of human illnesses arising from the interface between humans, animals and the environment, with special emphasis on infections due to enteric pathogens (intestinal disease-causing agents). Located in Guelph, Ontario, with satellite units in Lethbridge, Alberta, and St-Hyacinthe, Quebec, these locations provide opportunities for collaborative projects with universities, government agencies (federal and provincial), and public health and industry partners in delivery of the program objectives.

Health Promotion and Chronic Disease Prevention Branch (HPCDP)

Health Promotion and Chronic Disease Prevention Branch (HPCDP) is responsible for developing policies and programs that enhance and strengthen PHAC's strategic objectives of health promotion and chronic disease prevention.

Centre for Chronic Disease Prevention and Control (CCDPC)

The Centre is the national focal point for chronic disease prevention and control. Program activities are centered around three key strategic priorities: knowledge generation and dissemination; program development; and surveillance. Activities focus on building and disseminating the evidence based on best practices and lessons learned to support policies and programs for chronic

disease prevention and control; facilitating the development of prevention, screening and early detection programs for chronic diseases by provinces/territories; providing project funding to community and support groups; contributing to the development and implementation of pan-Canadian integrated and disease-specific strategies; maintaining and enhancing an integrated surveillance system to assist in developing chronic disease policy; and providing a stimulus for international links in the area on chronic disease prevention and control.

Centre for Health Promotion (CHP)

Using a life stages approach, CHP is responsible for implementing policies and programs that enhance the conditions within which healthy development takes place. Through action founded on the principles of population and public health, CHP seeks to address the determinants of health and facilitate successful movement through the life stages. The Centre acts through programs addressing healthy child and adolescent development, healthy communities, families, including family violence, aging, physical health and injury prevention, work with the voluntary sector, and public information and education.

Transfer Payment Services and Accountability Division (TPSAD)

This division provides leadership, advice, coordination, and oversight to PHAC on issues related to performance measurement, evaluation, and grants and contributions management. The division also provides administrative services for the Population Health fund as well as a number of other grants and contribution funding programs. See funding program descriptions in the Information Holdings Program Records section of Info Source.

World Health Organization Collaborating Centre on Chronic Disease Policy (WHOCC)

The WHOCC supports chronic disease policy development and implementation activities in Canada and with other WHO Member countries, more specifically in the Americas and Europe. The WHO Collaborating Centre is an internationally-recognized centre of expertise in chronic disease policy development and implementation and has links with a variety of international organizations and networks. The WHO Collaborating Centre provides strategic leadership in developing integrated policies for the prevention and control

of chronic diseases in Canada, in partnership with provinces and NGOs, and also in advancing the global chronic disease prevention agenda in collaboration with the WHO. The WHO Collaborating Centre supports the WHO Network of Countries (CINDI – Countrywide Integrated Non Communicable Disease Intervention and CARMEN – Conjunto de Acciones para la Reducción Multifactorial de las Enfermedades No-transmisibles) programs in chronic disease policy and program development, analysis, implementation and dissemination.

Strategic Policy, Communications and Corporate Services Branch (SPCCS)

The Strategic Policy, Communications and Corporate Services Branch supports the Agency in its day-to-day operations as well as around long-term planning and policy development.

The Branch provides a senior-level focus on the provision of integrated and coordinated strategic direction and communications advice to realize the Agency's priorities and commitments and on the effective and efficient delivery of Agency corporate services and sound operational management in both the Winnipeg and Ottawa pillars.

The SPCCS Branch's responsibilities include: the provision of strategic policy advice and coordination; managing policy partnerships and development with stakeholders including provinces and territories and international organizations; managing the Agency's communication plans and strategies; delivering comptrollership functions (including planning and reporting) to assure probity, value for money and compliance with applicable federal legislation and policies; providing human resources advice and services, information management and information technology expertise and leadership, and asset management services (including safety and security).

Public Health Practice and Regional Operations Branch (PHPRO)

Public Health Practice and Regional Operations Branch is responsible for providing strategic advice and direction to support cross-jurisdictional human resources capacity, effective dissemination of knowledge and information systems, and a public health law and policy system that evolves in response to changes in public needs and expectations. In addition, the branch is responsible for building the regional capacity of PHAC.

Office of Public Health Practice (OPHP)

The Office of Public Health Practice (OPHP) collaborates with internal and external partners to support effective Public Health Practice on the development, maintenance and use of health surveillance information, tools and skills to increase the capacity of public health professionals and decision makers across Canada, which enables them to protect the health of Canadians through timely and informed decision making. The Office provides coordination and strategic vision for the development of workforce capacity and public health law policies in Canada and develops, maintains and strengthens relationships with local/regional, provincial/territorial and federal governments as well as non-governmental organizations and academia. With its partners, the Office jointly addresses cross-cutting issues in public health practice in Canada and internationally.

Regional Presence

The Public Health Agency of Canada includes a Canada-wide infrastructure of six regional offices and the Northern Secretariat. Agency Regional Offices include Atlantic region, Quebec Region, Ontario and Nunavut Region, Manitoba and Saskatchewan Region, Alberta and Northwest Territories Region and British Columbia and Yukon Territory Region.

The key functions of the Agency Regional Offices (AROs) include delivery of Agency Grants and Contribution Programs, research and knowledge development, policy analysis and input, public health capacity building, public and professional education, knowledge transfer, emergency preparedness and evaluation. The following Grant and Contribution programs support the work of non-profit, community-based organizations in addressing public health issues: Aboriginal Head Start; AIDS Community Action Program; Canada Prenatal Nutrition Program; Community Action Program for Children; Population Health Fund; Hepatitis C Disease Prevention; Canadian Diabetes Strategy.

AROs are strategic focal points to deal with population and public health issues at the regional level. They collaborate closely with provincial/territorial and municipal governments, Regional Federal Councils, NGOs, regional and local networks, academia, the private sector, and the Canadian public.

Office of the Director General, Regions

Regional Directors report to the Director General, Regions. The position of Director General, Regions (DGR) is unique to the Public Health Agency of Canada. The DGR leads and coordinates activities which advance and enhance the work of AROs and is responsible for ensuring they contribute to the overall success of the Agency. In addition, the DGR develops and implements strategies which promote greater coherence in regional operations and which strengthen relationships between regions and centres in Ottawa.

Information Holdings

Program Records

Aboriginal Head Start Initiative
Description: Aboriginal Head Start Initiative (AHS) is an early intervention strategy which addresses the needs of young Aboriginal children 0-6 living in urban centres and large northern communities. Projects are locally controlled and administered by Aboriginal non-profit organizations with programs designed to meet the spiritual, emotional, intellectual and physical needs of the child.
Topics: Aboriginal children; culture and language; education; health promotion; nutrition; social support programs; parental involvement.
Program Record Number: PHAC 008 430

Arthritis and Other Rheumatic Conditions
Description: Coordination of a national approach to the surveillance, prevention and effective management of arthritis and other rheumatic conditions in Canada. An external expert advisory group has been established to advise PHAC on the planning, development, use, and evaluation of high quality, timely surveillance information designed to guide and evaluate decisions about arthritis and other rheumatic conditions policies, programs, services, education and research. Membership includes academia, health professional organizations, NGOs, provincial/territorial governments, the Canadian Institute for Health Information and Statistics Canada.
Topics: Arthritis; rheumatic conditions; health determinants; risk factors; quality of life; diagnosis; disease management.
Program Record Number: PHAC 008 500

Blood Safety Surveillance and Health Care Acquired Infections Division
Description: This division's mission is to prevent, reduce and contain the risk of acquiring health-care associated infections for people who encounter, use or work in the Canadian public health and health care systems. It fosters and engages in partnerships and networks to perform public health activities such as surveillance, risk analysis, policy analysis, and targeted research and dissemination of various communication products. The current priorities are the nosocomial and occupational infections projects and the blood safety surveillance network.
Topics: Infection Control Guideline Program; transfusion-transmitted injuries and infections; transplantation of tissues and organs; blood-borne hepatitis (B and C).
Program Record Number: PHAC 008 401

Breast Cancer
Description: The Canadian Breast Cancer Initiative (1993-1998) and the Renewed Canadian Breast Cancer Initiative (1998-2003) are departmentally-led initiatives that involve working in partnership with key stakeholders from the provincial and territorial governments, health professionals, care providers, associations, researchers, educators, consumers and support groups, the private sector, and women affected by breast cancer. The goals of the initiative are to reduce both the incidence of breast cancer in Canada and the mortality rate, and to improve the quality of life of those directly and indirectly affected by breast cancer from prevention to palliative care. The Renewed Initiative works through five linked components: the Canadian Breast Cancer Research Initiative; Prevention, Early Detection and Quality Screening; Surveillance and Monitoring; Enhancing Quality Approaches to diagnosis, Treatment and Care; Community Capacity Building; and Evaluation and Coordination.
Topics: Breast cancer (prevention; screening; early detection; quality management; treatment and care; support; advocacy).
Program Record Number: HCan 008 260

Canada Prenatal Nutrition Program (CPNP)
Description: Canada's Prenatal Nutrition Program (CPNP) is a program which funds community-based coalitions and agencies to establish, deliver or enhance services for at-risk pregnant women in order to improve birth outcomes. CPNP is targeted at pregnant women most likely to have unhealthy babies because of poor health and nutrition.

Topics: Prenatal nutrition; prenatal care; lifestyle counselling.
Program Record Number: PHAC 008 435

Canadian Breast Cancer Screening Database (CBCSD)
Description: The CBCSD is a national breast screening surveillance system designed to facilitate monitoring and evaluation of organized screening programs across Canada. Established in 1993, it is operated and maintained by the Chronic Disease Management and Control Division, and Chronic Disease Surveillance Divisions in the Centre for Chronic Disease Prevention and Control. In addition to demographic data (such as age, ethnicity, place of residence) and risk-factor profile data (such as parity, gravidity, family cancer history) for each consenting client, the database records details pertaining to all screening episodes occurring within the programs. Diagnostic databases and provincial cancer registries are linked to the CBCSD to provide diagnostic outcome data for abnormal screens.
Topics: Breast screening surveillance.
Program Record Number: PHAC 008 261

Canadian Field Epidemiology Program (CFEP)
Description: This program responds to requests for epidemiologic assistance by provinces, territories and other federal partners. Field Epidemiologists assist in investigations of risk factors, etiologies and effectiveness of control measures for communicable and non-communicable diseases, environmental health and chronic disease. Data collection is done on behalf of the requester, and all data are returned to the requester at the end of the investigation. Field Epidemiologists also evaluate surveillance systems to assess the capacity to translate data into public health action. Such evaluations are done within the jurisdiction of their placements, and the data generated and/or evaluated remain the custody of the workplace. The Program also offers training modules for public health professionals at all levels of public health practice in Canada. CFEP training modules cover topics including: advanced epidemiology and statistics as they relate to applied epidemiology (outbreak investigation, surveillance); practical field studies; professional communication, etc.
Topics: Infectious diseases; chronic diseases; environmental health; training; surveillance.
Program Record Number: PHAC 008 108

The Federal Initiative to Address HIV/AIDS in Canada
Description: The Federal Initiative to Address HIV/AIDS (FI) in Canada, which is a partnership of the Public Health Agency, Canadian Institutes of Health Research, and Correctional Service Canada, signals a renewed and strengthened federal role in the Canadian response to HIV/AIDS. The FI builds on lessons learned from past strategies and moves towards the development of a fully integrated federal government approach to HIV/AIDS.
Topics: HIV/AIDS
Program Record Number: PHAC 008 290

Cancer
Description: The Cancer Coordination Section of the Chronic Disease Management Division develops and conducts cancer surveillance programs which address issues across the lifecycle of cancer ranging from the underlying causes of cancer to access to palliative care. The outcome of these programs will provide measurement tools needed to assess needs, priorities and progress in cancer prevention and control through the creation and strengthening of Canadian information and intelligence on determinants of cancer, impact and trends, and population access to effective interventions.
Topics: Cancer; air quality; climate change and health; contaminated sites; environmental contaminants noise; radiation; water quality; legislation and guidelines.
Program Record Number: PHAC 008 100

Cardiovascular Disease
Description: The Chronic Disease Prevention Division of the Centre for Chronic Disease Prevention and Control has the lead role for cardiovascular disease. This includes the overall coordination for the prevention and control of cardiovascular diseases, as well as limited surveillance and data interpretation (in cooperation with the Chronic Disease Surveillance Division as well as the Chronic Disease Evidence & Risk Assessment Division). The Public Health Agency of Canada was integrally involved in a number of initiatives, including The Canadian Heart Health Initiative (CHHI) and the Cardiovascular Action Plan. PHAC helped to establish a coalition for the prevention and control of hypertension with a focus on high blood pressure as part of an integrated screening approach with the development of comprehensive screening policies. The division was also a partner in the development of The Growing Burden of Heart Disease and Stroke in Canada 2003. The report examines the prevalence of cardiovascular risk factors – smoking, physical inactivity, being overweight, high blood pressure and diabetes – and also makes policy recommendations on how to address the growing burden presented by heard disease and stroke.
Topics: Cholesterol; high blood pressure; diabetes; tobacco use; physical inactivity; obesity; modifiable risk factors for cardiovascular disease.
Program Record Number: PHAC 008 265

Community Action Program for Children (CAPC)/Canada Prenatal Nutrition Program (CPNP) National Projects Fund
Description: The purpose of the fund is to finance initiatives that will support the objectives of CAPC/CPNP programs and directly benefit CAPC and CPNP projects across Canada. The National Projects Fund will allow national, regional or local organizations to undertake specific, short-term initiatives in support of activities that generate knowledge and action about children, families and the role of the community in supporting families.
Topics: Prenatal nutrition; children; family supports; Fetal Alcohol Syndrome (FAS); Francophone projects outside Quebec.
Program Record Number: PHAC 008 436

Centres of Excellence for Children's Well-being
Description: The Centres of Excellence for Children's Well-being program was created with a mandate to improve Canadians' understanding of, and responsiveness to, the physical and mental health needs of children and the critical factors for healthy child development. Each of the four centres focuses on a different issue associated with child and youth well-being: child welfare; early childhood development; special needs; and youth engagement. Each centre is responsible for: collecting and analysing data, conducting original research, providing policy advice, disseminating information, and developing networks of individuals and groups who are working on the same issue.
Topics: Children; early child development; health; youth engagement; disabilities; special needs; child welfare; child and youth centred communities; policy issues, research.
Program Record Number: PHAC 008 338

Cervical Cancer
Description: The Cervical Cancer Prevention Network (CCPN) is a network of federal, provincial, territorial and non-governmental representatives which has been established to foster the development of provincially based organized quality screening programs in Canada and the

development and use of information systems to enable monitoring and evaluation of the programs through the activities of three working groups: the Quality Management Working Group, the Recruitment Working Group, the Information Systems Working Group.

Topics: Cervical cancer (prevention; screening, early detection).

Program Record Number: PHAC 008 333

Chronic Disease Knowledge Exchange

Description: This Program focuses on the development of various chronic disease information products combining, synthesizing and packaging knowledge for end-users, that are both understandable and usable. Types of activities include evaluations, environmental scans, needs assessments, literature and structured reviews. Key to this process are ongoing consultations with provinces and territories, non-government and professional organizations, research agencies and other key organizations relevant to chronic disease and public health.

Topics: Chronic diseases (needs assessment; survey; evaluation).

Program Record Number: PHAC 008-501

Chronic Disease Prevention

Description: The Chronic Disease Prevention Division is a member of the Chronic Disease Prevention Alliance, an alliance of non-governmental organizations and government agencies, who share a common vision for an organized, coordinated system of chronic disease prevention for Canada. The division also participates as a member of the Primary Prevention Action Group of the Canadian Strategy for Cancer Control. This group's mandate is to promote the creation of a national/provincial/ territorial and local community primary prevention system to address population-based risk factors for cancer and other chronic diseases by collaborating with chronic disease constituencies. The division also leads on an intra-departmental working group on nutrition, physical activity and healthy weights for the prevention of chronic disease that seeks to maximize collaborative efforts in the areas of chronic disease prevention.

Topics: Chronic diseases (prevention; needs assessment); community empowerment.

Program Record Number: PHAC 008 295

Chronic Disease Risk Assessment

Description: The Chronic Disease Risk Assessment program focuses on identifying, generating, collecting, evaluating, synthesizing,

translating and sharing the evidence on established and emerging risk factors, protective factors and determinants for chronic disease, as well as their burden in the Canada population. The program contributes to the information-base for the development of policies, programs and strategies aimed at preventing chronic diseases and reducing their burden. Studies of key chronic diseases are conducted using various primary and secondary data sources. The program also conducts systematic reviews and or meta-analyses of key risk factors when needed to obtain best agreed upon measures of risks. An inventory of evidence on chronic disease risk factors is being developed for use by practitioners and policy makers.

Topics: Chronic disease; cancer; cardiovascular diseases; diabetes; mental illness.

Program Record Number: PHAC 008-502

Chronic Respiratory Diseases

Description: Coordination of a national approach to the prevention and effective management of chronic respiratory disease in Canada. An external expert advisory group has been established to advise the Public Health Agency of Canada on the planning, development, use, and evaluation of high quality, timely surveillance information designed to guide and evaluate decisions about chronic respiratory disease policies, programs, services, education and research. Membership includes academia, health professional organizations, NGOs, provincial/territorial governments, local/ regional public health, the Canadian Institute for Health Information and Statistics Canada.

Topics: Asthma; Chronic Pulmonary Obstructive Disorder (CPOD); respiratory disease; disease prevention and management.

Program Record Number: PHAC 008 317

Community Action Program for Children

Description: Information on Community Action Program for Children (CAPC), a targeted program which funds community based coalitions and agencies to establish and deliver services to meet the developmental needs of children, ages 0 to 6, and their families living in conditions of risk; also information and reports on the evaluation of CAPC-funded projects.

Topics: Parent training and support; child injury, child development, child health; prevention of abuse and neglect.

Program Record Number: PHAC 008 337

Demonstration Projects

Description: The Demonstration Projects program provides an opportunity to support and

rigorously assess the implementation of strategies for integrated chronic disease prevention and control efforts through the application of standard scientific and evaluation assessment approaches. It spans the key functions of promotion, prevention, early detection and management. It is intended to enhance our understanding of best methods for the implementation of health promotion and chronic disease prevention and control programs identified as, but not limited to, best practices. Mainly aimed at provincial and territorial initiatives, a series of demonstration sites will be supported across the country. Each site will be required to set targets and then scientifically evaluate their progress towards their achievement. Through the knowledge that is developed over time and through other components of chronic disease prevention and control strategies, such as surveillance and community programming, new sites will build on existing systems, infrastructure and program successes.

Topics: Chronic disease strategies; diabetes; cardiovascular disease; cancer; key risk factors.

Program Record Number: PHAC 008-503

Diabetes

Description: The Centre for Chronic Disease Prevention and Control (CCDPC) is responsible for delivering three of the four components of the Canadian Diabetes Strategy (CDS). The four components are: Prevention and Promotion; National Coordination; National Diabetes Surveillance System; and the Aboriginal Diabetes Initiative B, the latter of which is under the purview of the First Nations and Inuit Health Branch (FNIHB) of Health Canada. The major goals of the Canadian Diabetes Strategy are to address the health concerns of diabetes for the entire Canadian population, with prevention and promotion as major elements; working in partnership to increase awareness and education of diabetes, its complications and major risk factors; share best practices; coordinate and lead diabetes efforts nationally; and assist community based prevention projects. Building on the foundation of the first six years of the CDS, a new direction for the enhanced CDS will be to target populations who are at a higher risk of developing type 2 diabetes. The focus will be on diabetes prevention through integrated action on diabetes and its risk factors, and supporting platforms for the early detection and management of the disease. This new approach will focus on individuals who have pre-diabetes; are overweight or obese; are over age 40; have high blood pressure and/or high blood

cholesterol; have a family history of diabetes; and, are of certain high-risk ethnic populations.

Topics: National Diabetes Surveillance System; Aboriginal Diabetes Initiative; Canadian Diabetes Strategy; Aboriginal diabetes; type 2 diabetes; blindness; nutrition; obesity and physical activity.

Program Record Number: PHAC 008 331

Division of Aging and Seniors

Description: Serves as the centre of expertise and focal point for information in areas pertaining to healthy aging and seniors. It promotes meaningful participation of seniors in federal decisions and activities that affect them. Activities include: providing advice and supporting policy development; conducting and supporting research and education activities; encouraging innovative means of improving the health of seniors in situations of risk and in preventing situations of risk from developing; and providing operational support to the National Advisory Council on Aging.

Topics: Aging; seniors; National Advisory Council on Aging.

Program Record Number: PHAC 008 259

Division of Aging and Seniors & National Advisory Council on Aging

Description: Group of citizens set up to help and advise the Minister of Health on issues of aging and the quality of life of seniors.

Topics: Aging; seniors; seniors' quality of life.

Program Record Number: PHAC 008 095

Division of Childhood and Adolescence

Description: The division serves as a centre of expertise, leadership and coordination within the federal government and the Public Health Agency of Canada for issues, activities and programs concerning children and youth. The division is a focal point for policy development, research and strategic analysis of trends regarding the broad determinants of health for children and youth in Canada.

Topics: Children; adolescents; healthy pregnancy; healthy child development; early child development; children's rights; parenting.

Program Record Number: PHAC 008 339

Early Child Development

Description: The Government of Canada increased transfers to the provinces and territories to build on existing services and supports that promote early childhood development. Provincial and territorial governments have agreed to use this increased funding to: promote healthy pregnancy, birth and infancy; improve parenting and family supports; strengthen early childhood development,

learning and care; and strengthen community supports. All governments agreed to report publicly on their progress, and on how children are faring, which will allow governments, and Canadians, to track progress in improving the well-being of young children. Governments have also agreed to work together on research and knowledge on Early Childhood Development (ECD) and to share information on effective practices to improve child outcomes. Information on the expenditures of federal departments and agencies related to ECD.
Topics: Early childhood development; child welfare; indicators; health; inter-governmental issues; social policy; healthy pregnancy; maternity care; parenting; breastfeeding.
Program Record Number: PHAC 008 336

Economic Modelling & Analysis
Description: The Economic Modelling and Analysis Program undertakes activities aimed at estimating and describing the economic burden of chronic diseases, the economic impact and cost benefit of interventions aimed at reducing their burden. Ongoing projects focus on developing methodologies for and implementing analysis and modelling techniques for chronic diseases and their complications in a Canadian context that can be used for designing and evaluating intervention strategies, and their cost-effectiveness. These analyses are based on various provincial, national and international data sources on health status and health services for chronic disease. These activities will provide economic information needed by policy makers, health administrators and other key stakeholders for decision-making around chronic disease and their interventions.
Topics: Economic modelling and analysis; diabetes; cardiovascular disease; cancer; prevention; early detection; interventions.
Program Record Number: PHAC 008-504

Emergency Services
Description: Information on the functions of this planning and coordinating body for cases of national emergency. Central capability is achieved by interdepartmental orientation and the continual updating of Health Canada's public health emergency health plans, training programs and exercise activities; coordination with the planning, training and exercise programs of other departments through Public Safety and Emergency Preparedness Canada, the Solicitor General of Canada and others; coordination with provincial emergency health services and emergency social services through the Committee of Emergency Social Services Directors and the Federal/

Provincial/Territorial Network.
Topics: Stockpile of health supplies and equipment; natural and human-caused emergency planning; assistance to provincial and municipal governments; training courses on emergency planning and survival; Committee of Emergency Social Services Directors; Federal/ Provincial/ Territorial Network.
Program Record Number: PHAC 008 255

Evidence and Information for Chronic Disease Policy Division
Description: Responsible for translation of scientific information into policy for chronic diseases, planning and evaluation of policy and programs, and dissemination of information and liaison with stakeholders in practice, policy and research.
Topics: National consortium for best practices in chronic disease prevention and control; intervention strategies for chronic diseases.
Program Record Number: PHAC 008 267

Fetal Alcohol Syndrome / Fetal Alcohol Effects (FAS/FAE)
Description: Federal funds have been allocated to enhance FAS/FAE activities related to: public awareness and education; training and capacity development early identification and diagnosis; coordination; surveillance; and a strategic project fund administered by the Population Health Fund. The Public Health Agency of Canada, through its national and regional offices, works in collaboration with Provincial/Territorial governments, a National Advisory Committee, a National First Nations and Inuit CPNP/FAS/E Steering Committee, and other federal departments on various FAS/FAE activities.
Topics: Healthy pregnancy; Fetal Alcohol Syndrom/Fetal Alcohol Effects (FAS/FAE).
Program Record Number: PHAC 008 271

Foodborne, Waterborne and Zoonotic Infections Division
Description: This division implements an enhanced regionally-based capacity to conduct surveillance (data collection, analysis, interpretation, dissemination) and investigation of (a) food and waterborne diseases and (b) zoonotic diseases (diseases in domestic and wild animals relevant to human health). This work includes maintaining and developing a national food and water safety surveillance system and providing national leadership to improve enteric disease surveillance. The division also investigates and coordinates investigations of food borne and waterborne disease outbreaks across Canada and

provides guidance and direction, as requested, by the Provincial Health Authorities; facilitates and coordinates risk analysis and risk management activities with international, federal, provincial and local partner organizations; conducts, supports and coordinates targeted research in critical areas; and identifies emerging threats to the health and safety of Canadians.

Topics: Drinking water; health care utilization for gastrointestinal illness; salmonella typhimurium; acute gastrointestinal illness; West Nile Virus.

Program Record Number: PHAC 008 402

Geographic Information Systems (GIS)

Description: The GIS Infrastructure provides GIS services tailored to the Canadian public health community. Our approach is to work with public health professionals to make available GIS resources and information that support their spatial information needs and continuing education opportunities. The GIS Infrastructure has developed two key tools that are currently being used nationally in the public health community: The Map and Data Exchange (MaDEx) and the Public Health Map Generator (PHMG). MaDEx is a web-based forum that allows for collaboration, networking, and sharing of information and expertise amongst Canadian public health professionals. It is also used to provide data, news and GIS support. The PHMG is an on-line mapping tool developed to meet the needs of public health professionals who do not have GIS expertise or software, but want to quickly map and visualize their own health data.

Topics: Geographic Information Systems (GIS); Public Health GIS; Map and Data Exchange (MaDEx); Public Health Map Generator (PHMG).

Program Record Number: PHAC 008 505

Health Promotion

Description: Since the mid-1990s, the Government of Canada has adopted a population health approach to health promotion. Health promotion includes five key strategies: building healthy public policy; creating supportive environments; strengthening community action; developing personal skills; and reorienting health services. Three of these strategies – building healthy public policy, creating supportive environments and reorienting health services – are better addressed from a population health's systematic approach and responding to new evidence on the role played by the broad range of social, economic and environmental determinants in improving overall health.

Topics: Determinants of health; child health; healthy pregnancy and infancy; injury prevention; mental health; national clearinghouse on family violence physical activity; rural health; seniors health.

Program Record Number: PHAC 008 276

Health Surveillance Coordination Committee (HSCC)

Description: The Health Surveillance Coordination Committee brings together members from all Centres and Directorates of the Public Health Agency of Canada as well as units at Health Canada that are involved in health surveillance. HSCC meets on a monthly basis to promote, share, minimize duplication of effort, promote standards, and provide advice with regards to health surveillance and its activities.

Topics: Health surveillance.

Program Record Number: PHAC 008 506

Health Surveillance and Epidemiology

Description: This division, in partnership with diverse stakeholders (government agencies, non-governmental organizations, academic centres, international agencies) conducts national surveillance of selected child and reproductive health issues including data collection, analysis and response. Response activities include information dissemination, policy development, prevention/intervention programs and targeted epidemiologic risk assessment studies.

Topics: Maternal and infant health surveillance and epidemiology; injury surveillance and epidemiology; child maltreatment surveillance and epidemiology.

Program Record Number: PHAC 008 172

Healthy Child Development

Description: The focus is on healthy child development with an emphasis on the determinants of health, including physical, social, economic and mental/emotional health and well-being, family support, healthy, safe and non-violent environments, and international treaties and obligations such as children's rights.

Topics: Children's rights; UN Convention on the Rights of the Child; mental health; media literacy; children's environmental health; injury prevention; active living; healthy eating; parent support and education; international treaties dealing with children.

Program Record Number: PHAC 008 171

Hepatitis C Prevention, Support and Research Program

Description: The Hepatitis C Prevention, Support and Research Section designs, develops, implements and supports projects that contribute to the prevention of hepatitis C infection; supports people infected with or affected by the disease; and increases public awareness about hepatitis C. In addition, the Community Acquired Infections Division provides the focal point for ensuring a coordinated and integrated federal public health response to hepatitis C.

Topics: Hepatitis C (prevention, detection)

Program Record Number: PHAC 008 507

HIV/AIDS Policy, Coordination and Programs Division

Description: The HIV/AIDS Policy, Coordination and Programs Division serves as the focal point for the Public Health Agency of Canada Federal Initiative to Address HIV/AIDS in Canada (FI). The Division provides national expertise on key activities under the FI such as: Accountability and evaluation, program development and evidenced-based interventions, external and government relations, vulnerable populations, and knowledge and awareness.

Topics: HIV/AIDS (prevention, care, treatment, support; government relations).

Program Record Number: PHAC 008 405

Immunization and Respiratory Division

Description: The aim of the division is to prevent, reduce or eliminate vaccine preventable and infectious respiratory diseases; reduce the negative impact of emerging and re-emerging respiratory infections and maintain public confidence in immunization programs in Canada. In partnership with provinces and territories, the division is responsible for the national surveillance of vaccine preventable and infectious respiratory diseases, including influenza, surveillance of and response to adverse following immunization events and monitoring of immunization status, including supporting the development of immunization registries in Canada. It provides scientific and administrative support to the National Advisory Committee on Immunization and Pandemic Influenza Committee. The division also investigates and coordinates investigations of vaccine preventable and infectious respiratory disease outbreaks across Canada, identifies and communicates emerging vaccine-preventable and infectious respiratory disease threats to Canadians, establishes national disease reduction goals, and provides guidance and direction, when requested, by provincial or territorial public health authorities when outbreaks of vaccine preventable or infectious respiratory diseases occur in individual jurisdictions. Through the Canadian Immunization Committee, the division also leads the implementation of the National Immunization Strategy to conduct, support, and coordinate applied public health research in the areas of immunization and infectious respiratory disease; ensure best value for vaccines and the long-term security of vaccine supply and provides public and professional education events and materials The division collaborates with other national governments and international organizations to prevent and control vaccine preventable and infectious respiratory diseases.

Topics: National Advisory Committee on Immunization and Pandemic Influenza; National Immunization Strategy; basic immunology; immunization; vaccine safety; influenza programs; pandemic influenza; vaccine-preventable diseases.

Program Record Number: PHAC 008 404

Infectious Diseases

Description: Surveillance for and research on the epidemiology of infectious diseases directed at identification and quantification of risks, assessment of proposed prevention strategies and evaluation of existing surveillance, prevention and control activities. Coordination of a network of scientific experts, public health officials and advisory committees/working groups to develop guidelines/recommendations for selected topics and to investigate diseases of provincial and/or national importance. Furthermore, the Blood-Borne Pathogens Division is involved in blood safety and xenotransplantation issues pertaining to transmission of infectious, chronic and degenerative diseases.

Topics: Immunization; food borne; waterborne and enteric diseases; nosocomial and occupations infections; respiratory diseases; blood borne pathogens; xenotransplantation; blood safety.

Program Record Number: PHAC 008 132

Information Sharing Initiative

Description: The Information Sharing Initiative supports efforts of the Pan-Canadian Public Health Network to improve the architecture for the efficient sharing of information for public health purposes. This includes the development of principles and tools for sharing information to assist public health professionals in making strategic decisions about improving the management of health information, and that will assist PHAC in establishing common rules and tools for information sharing and

management practices. Explicit information-sharing agreements will contribute to the timely, effective management of public health risks and of emergencies such as pandemics.
Topics: Pan-Canadian Health Network; health emergencies; pandemics.
Program Record Number: PHAC 008 508

Intellectual Property Office
Description: The Office of Public Health Practice's (OPHP) Intellectual Property Office develops strategies, policies and procedures concerning all Intellectual Property (IP) issues that are related to both Canadian and international public health practice. The IP Office also provides specialized information and advice on IP issues for public health professionals and decision makers. Together with the IP Office at the National Microbiology Laboratory, which is responsible for IP protection and licensing activities across PHAC, the OPHP IP Office works to address IP issues with an impact on the Agency and its mission.
Topics: Intellectual property (IP); National Microbiology Laboratory.
Program Record Number: PHAC 008 509

Mental Health Promotion
Description: The overall goal of the Mental Health Promotion Unit is to integrate mental health promotion principles in healthy public policy, and to facilitate research, knowledge development, evaluation, and innovative projects which promote and improve mental health and well-being, within a variety of environments.
Topics: Mental health; mental health promotion practices; youth empowerment; community empowerment; suicide prevention; international network for mental health promotion.
Program Record Number: PHAC 008 270

Mental Illness
Description: A new report on mental health and mental illness in Canada, expected in Fall 2006 (updates the 2002 Report on Mental Illnesses in Canada) will help to raise awareness of, and educate the public on these common and important health issues. The Division is also exploring the establishment of mental health surveillance with provinces, territories, private sector partners and stakeholders to improve the quality and availability of information to support evidence-based decision making for mental health services and programming.
Topics: Mental illness; mental illness surveillance.
Program Record Number: PHAC 008 510

Microbiology
Description: The National Microbiology Laboratory provides expert microbiological reference testing, surveillance and outbreak investigation support to the public health network in Canada. The National Microbiology Laboratory is a key element in Canada's preparedness for biologic terrorism and other infectious diseases emergencies. In addition, the National Microbiology Laboratory operates six External National Reference Centres on a cost-sharing basis with the Provinces. These centres include Parasitology (Serology), Mycology, Yersinia, Streptococcus, Rabies and Epstein Barr Virus.
Topics: Listeriamonocytogenes in foods; moulds; mycotoxins in foods; campylobacter jejuni in foods; bacterial foodborne pathogens-Listeria; campylobacter; fresh-cut produce; molecular typing.
Program Record Number: PHAC 008 180

Middle Childhood and Adolescence
Description: The focus is on research, knowledge development and dissemination, consensus building and policy development activities, focused primarily on the middle childhood and adolescence (6 to 18) stages of development, both nationally and internationally. Include supporting opportunities and choices for youth and intersectoral collaboration with communities, governments and the private sector and information on the health behaviours in school-aged children survey and models, such as the School Health Model and Comprehensive School Health.
Topics: Adolescent engagement and empowerment; Comprehensive School Health; School Health Model; Health Behaviours in School-Aged Children Survey; identity development; adolescent attachment.
Program Record Number: PHAC 008 182

National Children's Agenda
Description: The National Children's Agenda (NCA) – a cooperative effort by federal, provincial and territorial governments – was established to ensure that all Canadian children have the best opportunity to develop their potential. The governments' 'shared vision' of the agenda includes goals for all Canadian children: to be healthy (physically and emotionally), safe and secure, successful at learning, socially engaged and responsible. The vision also identifies six areas in which collaboration by governments could enhance child well-being: enhancing early child development; supporting parents and strengthening families; improving income security

for families; providing early and continuous learning experiences; promoting healthy adolescent development; and creating safe, supportive and violence-free communities. Working together, the governments of Canada are making progress in two important areas: fighting child poverty (through the National Child Benefit) and promoting early childhood development (through the Early Childhood Development Initiative).

Topics: Employment Insurance benefits for parental leave; National Child benefit; workplace policies; family law; family supports; early child development; continuous learning.

Program Record Number: PHAC 008 184

National Clearinghouse on Family Violence

Description: National resource centre for Canadians seeking information and resources which address violence in the family and in other relationships of trust, dependency or intimacy. The clearinghouse collects, develops and disseminates new informational materials on behalf of the federal Family Violence Initiative. Clients, including health and social service-providers, other front-line workers, researchers, community groups, politicians, media representatives, and the general public can access all clearinghouse services and publications free of charge in both English and French.

Topics: Family violence (prevention, treatment, training and research); woman abuse; child abuse; child sexual abuse; abuse of older adults.

Program Record Number: PHAC 008 313

National Collaborating Centres for Public Health

Description: The Government of Canada's commitment to renew and strengthen public health includes the establishment of six National Collaborating Centres (NCCs) for Public Health. The over-arching mission for these Centres is to build on existing strengths and create and foster linkages among researchers, the public health community and other stakeholders to ensure the efficiency and effectiveness of Canada's public health system. The National Collaborating Centres will facilitate the sharing of knowledge and help put it into practice at all levels of the public health system across Canada. The six NCCs will be established in regions across the country; each one specializing in a different priority area of public health as follows: environmental health (British Columbia); infectious disease (Winnipeg); public health methodologies and tools (Ontario); public policy and risk assessment (Quebec); health determinants (Atlantic) and Aboriginal health

(British Columbia). Although located regionally, these Centres will provide national focal points for knowledge translation in key priority areas of public health and contribute to the development of a pan-Canadian public health strategy. Each National Collaborating Centre will draw on regional, national and international expertise and complement/collaborate with the contributions of other organizations in the pan-Canadian public health system, including the Public Health Agency of Canada, the provinces and territories, academia and non-government organizations.

Topics: Environmental health; infectious diseases; public health; health determinants; Aboriginal health; public health collaboration; public health research; public health practices.

Program Record Number: PHAC 008 511

National HIV and Retrovirology Laboratories

Description: The Public Health Agency of Canada's National HIV and Retrovirology Laboratories (NHRL) provide a comprehensive range of laboratory science services and expertise related to HIV and emerging retroviruses. Organizations that use these services include laboratories associated with provincial ministries of health, hospital and blood-screening laboratories, and HIV laboratories abroad. NHRL provides HIV and HTL (Human T-cell Leukaemia Virus I/II) serology and molecular reference services in support of testing programs conducted by provincial ministries of health and the Canadian Blood Services. NHRL's core activities: reference services; surveillance outbreak investigation; quality assurance; research; and international activities. NHRL is comprised of the following laboratories: the National Laboratory for HIV Reference Services; the national Laboratory for HIV Genetics; the National Laboratory for HIV Immunology; and the Viral Evolution and Molecular Epidemiology Unit.

Topics: National HIV and Retrovirology Laboratories (NHRL); HIV and HTL (Human T-cell Leukaemia Virus I/II); HIV drug resistance testing; HIV antibody testing; Canadian HIV/AIDS Strain Surveillance and Drug Resistance Program.

Program Record Number: PHAC 008 185

Observatory of Best Practices

Description: The Public Health Agency of Canada is working to develop and disseminate best practices information for chronic disease interventions through an Observatory of Best Practices aimed specifically toward chronic disease-related health promotion, prevention, early detection and management. This comprehensive

System will provide a broad evidence base that identifies and recommends effective interventions, and builds capacity for capturing evidence of effectiveness within, and external to, the health sector, facilitating information exchange between decision-makers for population and public health research, practice and policy.
Topics: Cardiovascular disease; cancer; diabetes; mental health key risk/protective factors (obesity, physical inactivity, unhealthy eating, hypertension); determinants of health.
Program Record Number: PHAC 008 512

Office of Special Health Initiatives
Description: This office provides program development for new or re-emerging public health issues through developmental and initial administrative support functions. All provinces and territories participate in this system by forwarding data relating to all reported cases of new active and re-activated cases of tuberculosis (TB) in their jurisdiction to the TB Control Program, and produces annual reports containing various analyses on the data, global health intelligence, global and regional electronic information highways, HIV/AID, emerging pathogens, migration health and enforcement of the Quarantine Act.
Topics: Tuberculosis (TB); HIV/AIDS; emerging pathogens; migration health; Quarantine Act.
Program Record Number: PHAC 008 170

Office of the Voluntary Sector
Description: The Office of the Voluntary Sector serves as a centre of expertise, leadership and coordination within the health portfolio for issues, activities and programs concerning the voluntary health sector. The office is the lead for the health portfolio's implementation of the Government of Canada's Accord with the Voluntary Sector and the Codes of Good Practice. The office coordinates the Department's participation in the federal Voluntary Sector Initiative (VSI) led by Canadian Heritage. The office also provides individual organizational and sector-wide development grants to small and medium national voluntary health organizations representing conditions or diseases of small incidence.
Topics: Voluntary Sector Accord and Codes of Good Practice; Voluntary Sector Initiatives; development grants for voluntary health organizations; Policy Internships and Fellowships project.
Program Record Number: PHAC 008 311

Physical Activity Unit
Description: The mandate of the Physical Activity Unit is to help Canadians improve their health through regular physical activity. Physical activity is positioned within the Healthy Living Strategy – an intersectoral initiative designed to improve health outcomes and reduce disparities in health status in Canada. The Physical Activity Unit works in partnership with: 1) provincial and territorial governments towards achieving the target set by Ministers to increase the physical activity levels of Canadians by 10 percentage points in each province and territory by 2010; and 2) non-government organizations through the Physical Activity Contribution Funding Program providing financial and technical assistance to 13 national organizations for fiscal 2003/2004. Key flagship products include: Canada's Physical Activity Guides (children and youths, adults and older adults), the Business Case for Active Living at Work, and Stairway to Health.
Topics: Contribution Program; physical activity guide; guide for older adults; SummerActive; active living at work; active transportation.
Program Record Number: PHAC 008 420

Policy Research Unit (PRU) Program
Description: The Policy Research Unit (PRU) works to strengthen and promote evidence-based decision-making by providing leadership and expertise in the development and synthesis of population and public health information. The PRU contributes to framework development, acts as a liaison on policy-oriented research and science needs, builds and transfers knowledge on the burden of illness, the relative importance of health issues and their determinants, and on the effectiveness of community intervention approaches. Four key areas of work include: The Economic Burden of Illness in Canada (EBIC); Population Health Impact of Disease in Canada (PHI); The Effectiveness of Community Interventions Project (ECIP); Knowledge Flow between Policy Research and Practice. To support program activities, the PRU maintains non-identifying record level data obtained from outside sources, including Statistics Canada, CIHI and the provinces/territories.
Topics: Economic Burden of Illness in Canada (EBIC); Population Health Impact of Disease in Canada (PHI); Effectiveness of Community Interventions Project (ECIP).
Program Record Number: PHAC 008 513

Population Health Approach
Description: Strategies are now being employed to integrate the approach into broader health portfolio activities in order to inform Canadians about both the approach and population health initiatives. These strategies include a conceptual framework for thinking about health; decisions that are guided by consideration of the evidence; a framework for taking action; actions targeted at the societal, community, structural or system level; and requirements of collaboration between multiple sectors.
Topics: Social, economic and physical environments; early childhood development; personal health practices; individual capacity and coping skills; human biology; health services.
Program Record Number: PHAC 008 328

Population Health Fund
Description: Population Health Fund supports time-limited projects sponsored by Canadian voluntary not-for-profit organization and educational institutions. The goal of the Population Health Fund is to increase community capacity for action on or across the determinants of health. The projects develop and disseminate community-based models for applying the population health approach, increase the knowledge base for program and policy development on population health and increase partnerships and intersectoral collaboration to address the determinants of health. The Public Health Agency of Canada establishes priorities for funding based on identified program needs and life stages.
Topics: Healthy communities; mental health; children's health; healthy living; parenting supports; chronic disease.
Program Record Number: PHAC 008 330

Prostate Cancer
Description: The Cancer Coordination Section of the Chronic Disease Management Division is managing the grant of $3 million per year for the Vancouver Centre of Excellence in Prostate Cancer Research and the Canadian Prostate Cancer Initiative, for a period of five years. The purpose of this initiative is to advance research, care and treatment of prostate cancer.
Topics: Prostate cancer (risk factors, early detection, recent trends).
Program Record Number: PHAC 008 329

Public Health Law and Ethics Program
Description: The Public Health Law and Ethics Program (PHLEP) is intended to improve the health of the Canadian public through law. The

law influences the practice of public health at the local, regional provincial/territorial, federal and international levels, and enables jurisdictions to work together on the day-to-day business of public health. The goals of the program are to improve the legal preparedness of the public health system and other national public health initiatives, support a better understanding and use of law and ethics as a public health tool, and establish strong national partnerships between public health practitioners and their colleagues in key related sectors.
Program Record Number: PHAC 008 514

Risk Factors
Description: Through collaboration with other departmental and external experts, this project contributes to the development of quality data collection sources to enhance risk factor surveillance, evaluation and research in Canada. Lifestyle factors such as smoking, diet, physical activity, alcohol use and sun exposure are some of the most important contributors to the development of a wide range of chronic diseases. This project does not provide information directly to the public. However, expertise is provided on data availability and interpretation to those within the Department who develop public reports. This project also helps to ensure that the current and emerging data needs of the Centre for Chronic Disease Prevention and Control in this area are understood and considered when developing national data collection programs.
Topics: Lifestyle; smoking; diet; diabetes; physical activity; sun exposure; substance use; mental health; chronic diseases for women, aboriginal peoples, seniors and ethnic minorities; economics and employment.
Program Record Number: PHAC 008 309

Sexual Health and Sexually Transmitted Infections (STI) Program
Description: In concert with health, education and other inter-sectoral partners, the Sexual Health and STI Section promotes the physical and psychosocial well being of Canadians through sexual health promotion activities. Such activities include the development of national guidelines; publication of national consensus statements and policy recommendations; development of targeted research studies; and, coordination of the dissemination and exchange of information. The Section supports efforts to prevent and control sexually transmitted infections and their complications, including cancer and infertility.

Topics: Sexually transmitted infections (chlamydia, genital herpes, gonorrhea, syphilis, Lymphogranuloma venereum (LGV), and Human Papillomavirus (HPV).
Program Record Number: PHAC 008 515

Skills Enhancement for Public Health
Description: This program offers online continuing education opportunities for public health practitioners Canada through a series of online modules in both official languages.
Topics: Epidemiology; surveillance; information management; needs-based planning; surveillance database and tool use.
Program Record Number: PHAC 008 516

Surveillance and Epidemiology Program
Description: The Surveillance and Epidemiology Section of the Community Acquired Infections Division is responsible for routine and enhanced STI and community-acquired Hepatitis C surveillance, epidemiology and research. It provides data, analysis and interpretation to inform and support prevention, policy and programming activities related to STIs and community-acquired Hepatitis C. This section contributes to broader initiatives within the Centre for Infectious Disease Prevention and Control for enhanced surveillance of populations vulnerable to sexually-transmitted and blood-borne infections, and we collaborate with provincial and territorial representatives, international agencies and other partners to improve behavioural and disease surveillance for public health action.
Topics: Sexually transmitted infections (Chlamydia, genital herpes, gonorrhea, syphilis, Lymphogranuloma venereum (LGV), Human Papillomavirus (HPV) and hepatitis C).
Program Record Number: PHAC 008 520

Surveillance and Information Expert Group Secretariat, Pan-Canadian Public Health Network (PHN)
Description: The Surveillance and Information Expert Group (SIEG) supports the Council of the Pan-Canadian Public Health Network in providing coordination and leadership for public health surveillance, information collection and analysis, and knowledge dissemination across Canada. The Secretariat liaises with the Expert Group members to keep them informed and serves as a link between the Secretariat of the PHN and the Expert Group to ensure that the flow of information from the PHN Council continues. The Secretariat provides advice on evolving issues, prepares background information for meetings, and handles

secretariat services.
Topics: Council of the Pan-Canadian Public Health Network; public health surveillance; public health information dissemination.
Program Record Number: PHAC 008 517

Surveillance and Risk Assessment Division (SRAD)
Description: SRAD Conducts nationals surveillance of reported cases of HIV/AIDS, coordinates Field Surveillance Officer program to support HIV/STI surveillance at the Provincial/Territorial level, conducts surveillance of HIV subtype and drug resistance, coordinates and implements enhanced behavioural & biological surveillance among high-risk groups (MSM, IDU, other), carries out estimates and modelling of national HIV prevalence and incidence as well as modelling of other infectious diseases such as smallpox, SARS and influenza, provides support to Provinces and Territories for investigation of outbreaks/clusters of HIV infection, and manages database and Provincial/Territorial agreements for nationally notifiable infectious diseases.
Topics: HIV/AIDS epidemiology and surveillance; infectious disease modelling; nationally notifiable diseases.
Program Record Number: PHAC 008 518

Tuberculosis Prevention and Control Program
Description: The Division's Tuberculosis (TB) Prevention and Control Section provides leadership and coordination in policy and program initiatives. In collaboration with partners at various levels (regional, provincial/territorial, national and international) key activities of the Section include: the dissemination of valuable surveillance and epidemiology information on TB cases; TB drug resistance and TB infection and disease in persons living and working in the Canadian federal correctional facilities. In addition, the section co-publishes the Canadian Tuberculosis Standards for prevention and treatment, provides technical assistance (upon request) to provinces and territories to help prevent and control outbreaks, works with others in targeted research projects, and sponsors the Canadian Tuberculosis Committee.
Topics: Tuberculosis; TB drug resistance and infection; Canadian Tuberculosis Standards; Canadian Tuberculosis Committee.
Program Record Number: PHAC 008 519

Particular Personal Information Banks

Canadian Childhood Cancer Surveillance and Control Program

Description: This bank contains information about Canadian children under age 20 years diagnosed with cancer from 1995 on. Data are collected via questionnaire and clinical chart review. Information collected from 1995 to 2000 includes name, address, telephone number of the patient and the parent or legal guardian and health insurance number. Information collected 2001 onward does not include the above information. Other information includes diagnostic, treatment, and clinical outcome data.
Class of Individuals: Canadian children aged 20 or less at time of diagnosis with cancer as identified via pediatric oncology centers or via provincial cancer registries, and who agree to participate in study.
Purpose: To facilitate development of prevention and control strategies, and to assess risk factors and to minimize long-term consequences.
Consistent Uses: For surveillance analysis. Information may be used to contact these individuals in follow-up surveys except after 2001, where the pediatric oncology centre will take responsibility of contacting individuals.
Retention and Disposal Standards: Retained a minimum of 10 yrs, and then reviewed for possible transfer to Library and Archives Canada (excluding questionnaires which may be destroyed after 2 yrs).
RDA Number: to be determined
Related PR#: PHAC 008 336
TBS Registration: 004092
Bank Number: PHAC PPU 082

Canadian Communicable Disease Surveillance System

Description: This bank contains information provided by provincial health departments relating to socio-demographic characteristics of the patients, diagnostic information and treatment history.
Class of Individuals: The information relates to individuals with a diagnosed occurrence of a notifiable communicable disease.
Purpose: The purpose of this bank is to provide a database to monitor the incidence of notifiable communicable diseases for use in epidemiological studies in support of disease control and prevention measures.
Consistent Uses: None.

Retention and Disposal Standards: Retained a minimum of 10 yrs, and then transferred to Library and Archives Canada (excluding questionnaires which may be destroyed after 2 yrs).
RDA Number: to be determined
Related PR#: PHAC 008 172
TBS Registration: 004093
Bank Number: PHAC PPU 078

Canadian Congenital Anomalies Surveillance System

Description: The bank contains information on incidence of birth defects in Canada. Participating provinces provide machine readable information including the date of birth, sex, nature of birth defects, municipality of residence and a provincial registration number. The system was initiated in 1966.
Class of Individuals: All infants born in participating provinces and diagnosed as having a birth defect in the first year of life since 1973.
Purpose: The purpose of this data bank is to provide a database to monitor the incidence of birth defects in Canada and to serve as a register for epidemiological research studies.
Consistent Uses: Use of this bank is consistent with the purpose specified in section 5.
Retention and Disposal Standards: Retained a minimum of 10 yeas, and then reviewed for possible transfer to Library and Archives Canada (excluding questionnaires which may be destroyed after 2 years).
RDA Number: to be determined
Related PR#: PHAC 008 172
TBS Registration: 004111
Bank Number: PHAC PPU 075

Canadian Hospitals Injury Reporting and Prevention Program

Description: This bank contains information provided by injured persons and by the hospitals at which they were seen. The following personal information is in the bank: the hospital name, injured person's medical record number, date of birth, sex and postal code and the first three letters of the individual's family name. In addition there is information on the circumstances in which the injury occurred, the nature of the injury and how the case was handled in the emergency room.
Class of Individuals: The information relates to individuals who seek care for injuries or poisoning at one of 10 pediatric and 6 general hospitals that participate in the program.
Purpose: The purpose of this bank is to provide an ongoing surveillance of the circumstances in which injuries occur and, by making the information

available to those who develop and evaluate injury prevention programs, to make an important contribution to reducing the number and severity of injuries in Canada.

Consistent Uses: A postal code conversion program developed at Statistics Canada will permit linkage of CHIRPP data with grouped census data and analysis of the associations of socio-demographic factors with injuries.

Retention and Disposal Standards: The files are retained for 100 years.

RDA Number: to be determined
Related PR#: PHAC 008 328
TBS Registration: 003452
Bank Number: PHAC PPU 066

Canadian Surveillance for Creutzfeldt-Jakob Disease (CIDPC)

Description: This data will be collected about people with Creutzfeldt-Jakob disease and persons who do not have Creutzfeldt-Jakob disease (controls) by reviewing their clinical records for clinical information and for information about exposure to blood or certain procedures. Additional information will be collected by interviews with the family, by collecting blood samples for genetic tests and by collecting neuropathology samples after death.

Class of Individuals: All persons who are suspected to have developed Creutzfeldt-Jakob disease and their controls, recruited through physicians from hospitals and the local community.

Purpose: To determine the risk of acquiring Creutzfeldt-Jakob disease through blood transfusions; to determine if there is any unusual forms of Creutzfeldt-Jakob disease as seen in England following the bovine spongiform encephalopathy (mad cow disease) epidemic.

Consistent Uses: None.

Retention and Disposal Standards: to be determined.

RDA Number: to be determined
Related PR#: PHAC 008 401
TBS Registration: 004904
Bank Number: PHAC PPU 286

Canadian Tuberculosis Reporting System

Description: Contains information collected and provided to the Public Health Agency of Canada (formerly Health Canada) since 1996 and data provided to Statistics Canada from 1970 – 1995 by provincial and territorial public health authorities on persons reported with TB disease (new active or relapsed cases). Data may include reporting province/territory, gender, age, date of birth, birthplace, activity status, HIV status, drug resistance, treatment outcomes (including death and cause of death, compliance and whether or not treatment was directly observed) and drug regimens.

Purpose: To support the prevention and control of tuberculosis. An annual report called 'Tuberculosis in Canada' is published and is available in bilingual print version and on the Public Health Agency of Canada website.

Consistent Uses: Secondary analysis of sub-groups of the population (i.e., by ethnic origin or disease site) to further understanding of epidemiology of tuberculosis in Canada. Information may be provided to Statistics Canada and the Public Health Agency of Canada Notifiable Diseases On-line.

Retention and Disposal Standards: Report forms are retained a minimum of 10 yrs, then reviewed for possible transfer to Library and Archives Canada. Electronic version of data is retained in order to do time series analyses.

RDA Number: to be determined
Related PR#: PHAC 008 170
TBS Registration: 004112
Bank Number: PHAC PPU 087

Extraordinary Assistance Plan

Description: Contains applications, correspondence, medical records of applicants who became infected with the AIDS virus (HIV) who received blood or blood products as well as their first order relative (spouse/partner or child) who was secondarily infected with HIV; and to living thalidomide victims who were born in Canada and whose mothers took thalidomide during the first trimester of pregnancy.

Class of Individuals: Individuals or agents of their estates who have applied for benefits.

Purpose: To determine eligibility and administer financial benefits to HIV infected persons and thalidomide victims.

Consistent Uses: Information contained in these files is used to determine eligibility for receipt of financial benefits only.

Retention and Disposal Standards: The HIV files are retained for a minimum of 20 years after last activity on file and the thalidomide files for 100 years after last activity on file.

RDA Number: to be determined
Related PR#: PHAC 008 255
TBS Registration: 005078
Bank Number: PHAC PPU 039

Home Care Study

Description: This bank contains information about clients and formal and informal care

providers of home care within Ottawa-Carleton. The data consists of a client code, postal code, age, gender, and diagnosis, reason for admission to home care, referral source, mother tongue, living arrangements, and relation to informal care provider. For informal care providers, data include the individual score on the Zarit Caregiver Burden Scale.
Class of Individuals: Formal and informal care providers and clients admitted to the Regional Municipality of Ottawa-Carleton Home Care Program.
Purpose: To gain a better understanding of the factors which influence access to home care services.
Consistent Uses: Pilot research project only.
Retention and Disposal Standards: Retained 25 yrs then transferred to Library and Archives Canada.
RDA Number: to be determined
Related PR#: PHAC 008 305
TBS Registration: 004089
Bank Number: PHAC PPU 090

Physical Activity Benchmarks Initiative
Description: The Physical Activity Unit provides contribution funding to the Canadian Fitness and Lifestyle Research Institute to monitor and track population physical activity levels, factors which influence physical activity at the individual, organization and systemic levels (i.e., settings and environments), capacities of governments and partners to act, and the outcomes of joint action. The Physical Activity Benchmarks Initiative informs Federal/Provincial/Territorial decision-making and provides the basis for progress reports to Ministers vis-à-vis their target to increase the physical activity levels of Canadians by 10 percentage points in each Province and Territory by 2010.
Class of Individuals: Individual Canadians and professionals in the physical activity community.
Purpose: The primary purpose of the program is to track physical activity levels of Canadians and factors which influence physical activity. The data is used to develop policy and program strategies aimed at increasing physical activity levels of Canadians.
Consistent Uses: None.
Retention and Disposal Standards: Retained 10 yrs, then transferred to Library and Archives Canada.
RDA Number: to be determined
Related PR#: PHAC 008 420
TBS Registration: 005079
Bank Number: PHAC PPU 235

Physician Asthma Management Study
Description: The former Laboratory Centre for Disease Control (LCDC) of Health Canada commissioned a national survey of physicians on their asthma management practices prior to 1997. This survey comprises part of a national strategy that LCDC has undertaken in partnership with other members of the National Asthma Control Task Force. Questionnaires were sent to 4,489 physicians in Canada's ten provinces and two territories. Physicians were asked how often they used different method of diagnosis and follow-up and different medications for treatment of asthma in adults and children. These findings will be useful in targeting education interventions on certain topics of asthma management to specific groups of physicians.
Class of Individuals: Canadian physicians.
Purpose: To collect information on the variety and quality of asthma care and education in Canada; to provide advice to the National Asthma Control Task Force.
Consistent Uses: None.
Retention and Disposal Standards: Retained a minimum of 10 yrs, and then reviewed for possible transfer to Library and Archives Canada.
RDA Number: to be determined
Related PR#: PHAC 008 317
TBS Registration: 004106
Bank Number: PHAC PPU 086

Spousal Determinants in Delayed Response to Chest Discomfort Survey
Description: The telephone survey contains information on how a woman would respond if her partner consulted her regarding chest discomfort. Personal information will only be collected on those individuals who agree to participate in future surveys on the same subjects. Personal identifiers collected will include name, address, age, and telephone number.
Class of Individuals: Respondents are randomly selected adult women chosen by telephone number in Ottawa-Carleton.
Purpose: Future surveys on delay determinants would be enhanced if repeated on the same individuals to examine changes over time or after community targeted interventions.
Consistent Uses: To match an individual's response from the first survey to subsequent surveys.
Retention and Disposal Standards: Retained a minimum of 10 yrs, and then reviewed for possible transfer to Library and Archives Canada (excluding questionnaires which may be destroyed after 2 yrs).

RDA Number: to be determined
Related PR#: PHAC 008 404
TBS Registration: 004108
Bank Number: PHAC PPU 091

Student Lung Health Survey
Description: In 1995-96, a school-based survey of asthma was conducted in nine volunteer health units across Canada, targeting 5 to 19 year-olds enrolled in school. The objectives were to examine asthma prevalence, incidence, severity, associated risk factors, management and treatment practices, the utilization of health services and the prevalence of allergies. Approximately 39,800 students received the Screening Questionnaire through the classroom teacher in the elementary schools or by mail-out to their home for high school students. An in-depth Asthma Telephone Interview (ATI) was conducted within the previous twelve months of this survey with those who had previously been diagnosed with asthma.
Purpose: To collect enhanced surveillance data on current asthmatic and asthma-like students. This is needed for the planning and implementation of effective asthma control programs in Canada.
Consistent Uses: Respondents may be contacted in the future to provide other health related information. This information may be shared with other programs within Health Canada. The public health units will retain the original questionnaires and data for their own health services delivery.
Retention and Disposal Standards: Retained a minimum of 10 yrs, and then reviewed for possible transfer to Library and Archives Canada (excluding questionnaires which may be destroyed after 2 yrs).
RDA Number: to be determined
Related PR#: PHAC 008 317
TBS Registration: 004110
Bank Number: PHAC PPU 081

Traveler Illness Reports
Description: The Traveler Illness Report form will collect information on an individual who arrives ill at a port of entry (airport, seaport, border crossing, etc.) as well as when needed, other passengers in contact with the ill individual(s). Information collected include some, if not all, of the following: traveler's (or contact's) name, nationality, home address and phone number, address and phone number while in Canada (if different), transporter details (airline, ship, seat/cabin number, etc.), ill traveler's symptoms (high fever, coughing, rash, bleeding, etc.), travel history, particularly if there has been recent travel in a tropical country, if any, similar illness in travel companions preliminary

diagnosis, if available, if the traveler is being referred to hospital for medical attention, details on the ambulance, hospital, immigration status of the ill individual (and if not Canadian, passport number), name and phone number of person reporting the ill traveler.
Class of Individuals: Travelers arriving at a Canadian port of entry who exhibit two or more symptoms of illness.
Purpose: The Traveler Illness Report form is used to document arriving ill individuals and their contacts in order to determine the amount of illness among travelers and to proactively identify unusual incidences of diseases overseas as well as to facilitate tracing of passengers in the event of an outbreak of diseases of significance.
Consistent Uses: Nominal information collected by the Traveler Illness Report form will not be matched with any other personal information bank. Data on countries visited and symptoms exhibited may be collected for research purposes. Disclosure of an individual's information will be limited, on a need-to-know basis, to appropriate port of entry personnel, Public Health Agency of Canada quarantine officials, and, in the case of someone who requires further medical attention at a health care institution, medical staff, as well as immigration authorities, should the traveler not be Canadian.
Retention and Disposal Standards: Nominal and tracing information will be retained for at least two incubation periods of the suspected illness, to a maximum of three months, in order to ensure that there is no secondary spread of the illness. After abstraction of data on countries visited and symptoms for research purposes, the form will be retained for 2 years, and then destroyed.
RDA Number: to be determined
Related PR#: PHAC 008 276
TBS Registration: 004064
Bank Number: PHAC PPU 071

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Personnel Security Screening

Manuals

- 50-60 Bed Emergency Hospital

- 200 Bed Emergency Hospital

- A Guide to Green Government

- A Submitter's Guide for Compliance with Part V of the Medical Devices Regulations

- Acceptable Methods

- Additional Provincial/Territorial Services Information Exchange

- Advanced Treatment Centre

- Advisory Committee on Institutional and Medical Services (A.C.I.M.S.) Hospital Claims Manual

- Analytical Methods and Techniques for Colours in Foods

- Analytical Methods for Pesticide Residues in Foods

- Analytical Methods for the Regulatory Analysis of Foods

- B.F.M.M. Financial Coding Manual

- Bacteriology of Tuberculosis

- Blood Collection and Blood Component Manufacturing

- Blood Lead Intervention Levels and Strategies

- Canada Communicable Disease Report (CCDR)

- Canadian Drug Identification Code

- Canadian Environmental Protection Act Human Health Risk Assessment for Priority Substances

- Canadian Guide to Clinical Preventative Health Care B The Canadian Task Force on the Periodic Health Examination

- Canadian Guidelines for Sexual Health Education

- Canadian Guidelines on Sexually Transmitted Infections 2006 Edition

- Canadian Immunization Guide Fourth Edition, 2006

- Canadian Pandemic Influenza Plan

- Canadian Recommendations for the Prevention and Treatment of Malaria Among International Travelers- (CCDR 2000; 26S2:1-42)

- Canadian Transfusion Adverse Event Reporting Form User's Manual

- Canadian Water Guidelines

- Casualty Collecting Unit

- Casualty Simulation

- CATMAT and NACI – Travel, Influenza and Prevention- (CCDR 1996; 22: 141-145)

- Chemistry and Manufacturing: New Drugs

- Clinical Guidelines for Medical Services Personnel

- Coal Liquefaction and Health: Elements of a Worker Health Surveillance Program

- Code of Practice – General Principles of Food Hygiene for Use by the Food Industry in Canada

- Community Health Nursing (Saskatchewan region)

- Compendium of Analytical Methods – Vol. 1 – Official Methods of Microbiological Analysis for Foods

- Compendium of Analytical Methods – Vol. 2 – HPB Methods of Microbiological Analysis for Foods

- Compendium of Analytical Methods –Vol. 3 – Laboratory Procedures of Microbiological Analysis for Foods

- Compendium of Analytical Methods – Vol. 4- –Detection of Extraneous Matter in Foods

- Completing an Application for Registration as a Proprietary Medicine

- Conduct and Analysis of Bioavailability and Bioequivalence Studies – Part AA@

- Conduct of Clinical Investigations

- Consumer Drug Advertising

- Containment Standards for Veterinary Facilities

- Controlling Antimicrobial Resistance – An Integrated Action Plan for Canadians (Background Information) May 1997

- Course Manual – Emergency Health/Social Services Planning (Community)

- Course Manual – Hospital Emergency Planning

- Course Manual – Special Care Facility Emergency Planning

- DAS Drug Analysis Service (DAS) National Analytical Methods

- DAS National Standard Operating Procedures

- DAS Ontario Region Analytical Methods

- DAS Ontario Region Standard Operating Procedures

- DAS British Columbia Region Analytical Methods

- DAS British Columbia Region Standard Operating Procedures

- Dental Practitioner Information Kit

- Departmental Security Manual of Health Canada

- Design Guidelines – Part 1, Space and Furnishings

- DFS Procedures

- Diagnostic Reference Testing of Selected Viruses

- Diagnostic x-ray equipment compliance and facility survey

- Direction for Use of Estrogen-Progestin Combination Oral Contraceptives

- Disinfectants: Preparation of Application for Drug Identification Number

- Dose – Response Information To Support Drug Registration

- Drug Distribution Manual

- Economic Burden of Illness in Canada, 1993 July 1997

- Economic Burden of Illness in Canada, 1998

- Emergency Clothing Manual

- Emergency Food Services Manual

- Emergency Health Services Health Supplies

- Emergency Hospital (Operating Manuals)

- Emergency Lodging Manual

- EMS Self-Assessment Guide

- Emergency Based Medicine – (CCDR 1994; 20: 145-147)

- Environmental Contaminants Manual

- Environment (CCME), 1992

- Exposure Guidelines for Residential Indoor Air Quality

- Fever in the International Traveler – (CCDR 1997; 23: 1-8)

- Financial Management Guide for projects funded under the Population Health Fund

- Financial Management Manual (volumes 1 to 3)

- Food, Drug, Cosmetic and Medical Device Projects to Be Conducted During Program Year

- Foreign Service Directives

- Framework for Research on Active Living

- Fungal contamination in public buildings: A guide to recognition and management

- General principles for labeling and advertising claims that relate to the nutrition recommendations

- Good Manufacturing Practices, 3rd Edition

- Guide for applicants, Population health Fund: Rural and Remote Health Innovations Initiative

- Guide for the labeling of drugs for veterinary use

- Guide for the Preparation of Plant Master Files and Imported Drug Submissions

- Guide to Project Evaluation

- Guidelines for Biomedical Facilities using Sheep as Research Animals

- Guidelines for Canadian Drinking Water Quality, Sixth Edition

- Guidelines for Canadian Recreational Water Quality

- Guidelines for developing a Pesticide Toxicology Database

- Guidelines for developing pesticide residues data in foods as consumed

- Guidelines for Evaluation of Safety and Efficacy of Antimastitis Intramammary Infusion Drugs

- Guidelines for Evaluation of Safety and Efficacy of Teat Dip Formulations

- Guidelines for health information programs involving the sale of foods

- Guidelines for incidental additive submissions

- Guidelines for Infection Control

- Guidelines for Product Monographs and Package Inserts for Schedule C. Drugs

- Guidelines for Safe Use of Ultrasound: Part II – Industrial and Commercial Applications – Safety Code 24

- Guidelines for Submissions under Section 17 of the Canadian Environmental Protection Act

- Guidelines for the Development of Efficacy Data to Support the Use of Animal Drugs in Feeds

- Guidelines for the nomenclature and classification of externally visible defects in metal containers of canned foods

- Guidelines for the Notification and Testing of New Substances: Chemicals and Polymers

- Guidelines for the Notification and Testing of New Substances: Organisms

- Guidelines for the Practice of Travel Medicine

- Guidelines for the Preparation of Drug Submissions on Schedule C Drugs

- Guidelines for the Preparation of Toxicity and Residue Submissions for the Human Safety of Veterinary Products Intended for Use in Food Producing Animals

- Guidelines for the Production, Distribution, Retailing and Use of Refrigerated Prepackaged Foods with Extended Shelf Life

- Guidelines for the Safe Use of Ultrasound Part I: Medical and Paramedical Applications – Safety Code 23

- Guidelines for Working with the Private Sector

- Guidelines on nutrition labeling

- Hazardous Products Act Reference Manuals

- Health – Based Tolerable Daily Intakes / Concentrations and Tumorigenic Doses / Concentrations for Priority Substances

- Health Canada. Quality Determinants of Organized Breast Cancer Screening Programs in Canada

- Health Canada. Report from the Evaluation Indicators Working Group: Guidelines for Monitoring Breast Cancer Screening Program Performance

- Health Protection and Drug Laws

- Homeopathic Preparations: Application for Drug Identification Numbers

- Hospital Disaster Supplies

- Housing an Aging Population: Guidelines for Development and Design

- Human Health Risk Assessment for Priority Substances

- Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS)

- ICH – Clinical Safety Data Management: Definitions and Standards for Expedited Reporting

- ICH – Dose – Response Information to Support Drug Registration

- ICH – Impurities in New Drug Substances

- ICH – Stability Testing of New Drug Substances and Products

- ICH – Studies in Support of Special Populations: Geriatrics

- ICH – The Extent of Population Exposure to Assess Clinical Safety for Drugs Intended for Long-Term Treatment of Non-Life-Threatening Conditions

- Indoor Air Quality in Office Buildings: A Technical Guide

- Industrial Hemp Technical Manual

- Infection Control Guideline: Infection Prevention and Control Practices for Personal Services: Tattooing, Ear/Body Piercing, and Electrolysis

- Infection Control Guideline: Routine Practices and additional Precautions for Preventing the Transmission of Infection in Health Care

- Infection Control Guideline: Hand Washing, Cleaning, Disinfection and Sterilization in Health Care

- Infection Control Guideline: Proceedings of the Consensus Conference on Infected Health Care Workers – Risk for Transmission of Blood borne Pathogens

- Infection Control Guideline: Preventing the Spread of Vancomycin-Resistant Enterococci (VRE) in Canada

- Infection Control Guideline: Foot Care by Health Care Providers

- Infection Control Guideline: Preventing Infections Associated with Indwelling Intravascular Access Devices

- Infection Control Guideline: Preventing the Transmission of Blood borne Pathogens in Health care and Public Services Settings

- Infection Control Guideline: An Integrated Protocol to Manage Health Care Workers Exposed to Blood borne Pathogens

- Infection Control Guideline: Canadian Contingency Plan for Viral Haemorrhagic Fevers and Other Related Diseases

- Infection Control Guideline: Guidelines for Preventing the Transmission of Tuberculosis in Canadian Health Care Facilities and Other Institutional Settings

- Infection Control Guideline: Occupational Health In Health Care

- Inspection of Biologics Manufacturers

- Inspection Procedures for Food Plant Inspectors

- Investigating Human Exposure to Contaminants in the Environment: A Handbook for Exposure Calculations

- Labeling of Cosmetics

- Labeling of Drugs for Human Use

- Laboratory Biosafety Guidelines

- Laboratory Guidelines for Serotyping and Biotyping Campylobacters

- Laboratory Methods for Neisseria Gonorrhoeae

- Laboratory Methods for the Diagnosis of Legionnaire Disease

- Laboratory Quality Assurance Standards

- Limits of Exposure to Radiofrequency Fields at Frequencies from 10 kHz – 300 GHz – Safety Code 6

- Management of Emergency Delivery

- Management of Viral Hepatitis: A Canadian Consensus Conference, 2003/2004

- Manufacture and Testing of Biologics Produced by Recombinant DNA Technology

- Manufacture and Testing of Monoclonal Antibodies and Their Conjugates

- Menopause

- National Alcohol and Drug Treatment Centres – Design 2 costs guidelines

- National Consensus Conference on Foodborne, Waterborne and Enteric Disease Surveillance November 1995

- National Consultation on the Role of the Laboratory Centre for Disease Control in Tuberculosis Prevention and Control) Proceedings and Recommendations July 1994

- National Enforcement Reports (Prosecutions, Recalls, Imported Products Unacceptable for Sale in Canada, Seizures forfeited)

- National Guidelines for Environmental Noise Control

- National Health Research and Development Program Career Awards Guide

- National Health Research and Development Program Projects Guide

- National Health Research and Development Program Training Awards Guide

- National Immunization Strategy

- National Symposium on Risk and Prevention of Infectious Diseases for Emergency Response Personnel September 1994

- National Workshop on Tuberculosis, HIV and Other Emerging Issues – Proceedings May 1993

- Native Alcohol Abuse Program (Manitoba region)

- NIHB Program directives

- Nurses' Drug Classification System

- Nursing Manual – a reference book for Indian Health Nurses (Atlantic, Manitoba, and Saskatchewan regions)

- Occupational Health Assessment Guide

- Occupational Health Nursing Manual

- Occupational Safety and Health Manual B HC

- Office Air: A Worker's Guide to Air Quality in Offices, Schools and Hospitals

- Ontario Region – Procedures for Conducting Compliance Activities

- Oral Contraceptives (1994)

- Patient Care in Flight

- Persistent Diarrhea in the Returned Traveler – (CCDR 1997; 23: 1-8)

- Personal Services: Psychosocial Planning for Disasters

- Plasmid Biology and Recombinant DNA Methodology

- Pharmacy Provider Information Kit

- Policy Guide for the Management of Advisory Committees in Health Canada

- Population Health Fund – Guide for Applicants

- Preparation of Human New Drug Submissions

- Preparation of Investigational New Drug Submissions

- Preparation of Veterinary New Drug Submissions

- Product Master Files

- Product Monographs

- Product Recall Procedures

- Programmatic Guidelines for Screening for Cancer of the Cervix in Canada

- Protocols for Identification of Neisseria Species

- Public Service Health Manual for Environmental Health Officers

- Radiation Protection in Computed Tomography Installations – Safety Code 31

- Radiation Protection in Dentistry – Recommended Safety Procedures for Use of Dental X-Ray Equipment – Safety Code 30

- Radiation Protection In Mammography – Safety Code 33

- Radiation Protection in Veterinary Medicine – Recommended Safety Procedures for Installation and Use of Veterinary X-Ray Equipment – Safety Code 28

- Radiation Safety Codes

- Radiation Safety for Baggage X-Ray Inspection Systems

- Reference Guide of Funding Sources for Health Research in Canada

- Regional Interim Directives Manual (Manitoba region)

- Registration and Inquiry Manual

- Registration Handbook

- Regulatory and Quarantine

- Regulatory Directives

- Requirement for the Safe Use of Baggage X-Ray Inspection Systems – Safety Code 29

- Requirements for Industrial X-ray Equipment Use and Installation – Safety Code 27

- Resources Catalogue (Quebec region)

- Safety Code 23. Guidelines for the Safe Use of Ultrasound Part I – Medical and Paramedical Applications

- Safety Code 24. Guidelines for the Safe Use of Ultrasound: Part II – Industrial and Commercial Applications. 1991

- Safety Code 25. Short-Wave Diathermy Guidelines for Limited Radio Frequency Exposure

- Safety Code 27. Requirements for Industrial X-ray Equipment Use and Installation

- Safety Code 28. Radiation Protection in Veterinary Medicine Recommended safety procedures for installation and use of veterinary x-ray equipment

- Safety Code 29. Requirements for the Safe Use of Baggage X-Ray Inspection Systems

- Safety Code 30. Radiation Protection in Dentistry. Recommended Safety Procedures for the Use of Dental X-Ray Equipment

- Safety Code 31. Radiation Protection in Computed Tomography Installations

- Safety Code 32. Safety Requirements and Guidance for Analytical X-ray Equipment

- Safety Code 33. Radiation Protection in Mammography

- Safety Code 6. Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3kHz to 300 GHz

- Safety Requirements and Guidance for Analytical X-Ray Equipment – Safety Code 32

- Sanitation and Environmental Health Manual for CHR's

- Sanitation Code for Canada's Food Service Industry

- Ship's Nurse Manual

- South Zone Field Administrative Manual (Manitoba Region)

- Stability Testing of new Drug Substances and Products (ICH)

- Staphylococcal Phage Typing of Staphylococcal Microorganisms

- Statement on Hepatitis A Vaccines for Travelers- (CCDR 2001; 27: 3-12)

- Statement on High-Altitude Illnesses – (CCDR 1998; 24: 1-9)

- Statement on Japanese Encephalitis Vaccine – (CCDR 1998; 24: 1-4)

- Statement on Meningococcal Vaccination for Travelers – (CCDR 1999; 25: 1-6)

- Statement on Motion Sickness

- Statement on Oral Cholera Vaccination – (CCDR 1998; 24: 1-3)

- Statement on Overseas Travelers and Typhoid – (CCDR 1994; 20: 61-63)

- Statement on Poliomyelitis Vaccination for International Travelers – (CCDR 1995; 21: 145-148)

- Statement on Travelers and HIV/AIDS – (CCDR 1994; 20: 147-149)

- Statement on Travelers and Rabies Vaccine – (CCDR 1994; 20: 201-204)

- Statement on Travelers and Sexually Transmitted Diseases – (CCDR 1994; 20: 204-208)

- Statement on Travelers' Diarrhea – (CCDR 2001; 27 (ACS-3): 1-12)

- SVS Guide

- The Assessment of Mutagenicity Health Protection Branch Mutagenicity Guidelines

- The Lot by Lot Testing and Release Programme

- The Risk and Prevention of Tuberculosis Travelers – (CCDR 1997; 1-8)

- The use of opioids in the management of opioid dependence

- Toxicological Evaluation

- Traditional Herbal Medicines

- Training Manuals (Course material) – Work planning & Budgeting – Travel – Lotus Notes Basic Training

- Transfer Payment Procedures Manual

- Travel Medicine Recommendation: Dengue Fever & International Travel – (CCDR 1996; 22: 25-28)

- Travel Statement on Jet Lag – (CCDR 1995; 21: 148-151)

- Tuberculosis Screening and the International Traveler – (CCDR 1996; 22: 149-154)

- Utilization of Continuous Cell Lines in the Manufacture of Biologics

- Viral, Rickettsial, Chlamydial, Mycoplasma Reagents

- X-ray equipment in medical diagnostic part a: recommended safety procedures for installation and use – Safety Code 20A

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Enquiries for General Information about the Public Health Agency of Canada and its function may be directed to:

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TTY: 1-800-267-1245
Email: PHAC_Web_Mail@phac-aspc.gc.ca
Internet: www.phac-aspc.gc.ca

Public Safety and Emergency Preparedness

Chapter 134

General Information

Background

In December 2003 the Government announced the creation of the Department of Public Safety and Emergency Preparedness to succeed the Department of the Solicitor General, which was established in 1966 by the Department of the Solicitor General Act.

The Solicitor General's mandate evolved over the years, resulting in a portfolio comprising the Department, the Royal Canadian Mounted Police, the Correctional Service of Canada, the Canadian Security Intelligence Service, the National Parole Board, the Canada Firearms Centre, the Office of the Correctional Investigator, the Office of the Inspector General of CSIS, the RCMP External Review Committee and the RCMP Public Complaints Commission.

The functions of the Office of Critical Infrastructure Protection and Emergency Preparedness (OCIPEP), and of the National Crime Prevention Centre, were added to the new Department of Public Safety and Emergency Preparedness, and the new Canada Border Services Agency joined the other Agencies under the umbrella of the new Department. As a result, the responsibilites of Public Safety and Emergency Preparedness include emergency preparedness, crisis and consequence management, physical and cyber critical infrastructure, national security, corrections, policing, oversight, crime prevention and border security.

Phase II of the National Crime Prevention Strategy (NCPS) was launched in 1998, with an annual budget of $32M following an initial phase (1994-1997) that set the strategic directions for the NCPS. An expansion of the NCPS in 2001 allowed for strengthened infrastructure, evaluation of demonstration (model) research projects, public education and ongoing program delivery of five funding programs. Expansion funding ends in March 2005.

The NCPs objectives are to promote partnerships between governments, businesses, communities, and individuals to reduce crime and victimization, assist communities in developing and implementing solutions to local problems, increase public awareness of, and support for, crime prevention, and to conduct research and establish best practices.

Responsibilities

The Department provides strategic policy advice, delivers community safety programs, national emergency preparedness and critical infrastructure programs and services, and supports the Minister on all aspects of her mandate, including providing direction to the Agencies, ensuring accountability to Parliament for the Agencies and national public safety leadership.

The National Crime Prevention Strategy aims to reduce crime and victimization by tackling crime before it happens. The National Strategy is based on the principle that the surest way to reduce crime is to focus on the factors that put individuals at risk: factors like family violence, school problems, and drug abuse. Using this proactive social development approach, the National Strategy provides communities with the tools, knowledge, and support they need to deal with the root causes of crime at a local level.

Legislation

- Canada Boarder Services Agency (C-26)
- Canadian Peacekeeping Service Medal Act
- Canadian Security Intelligence Service Act
- Charities Registration (Security Information) Act
- Controlled Drugs and Substances Act
- Corrections and Conditional Release Act
- Criminal Code of Canada
- Criminal Records Act
- Department of the Solicitor General Act
- DNA Identification Act
- Emergencies Act
- Emergency Preparedness Act
- Firearms Act
- Immigration and Refugees Protection Act

- Prisons and Reformatories Act

- Public Safety and Emergency Preparedness Act (C-6)

- Royal Canadian Mounted Police Act

- Royal Canadian Mounted Police Pension Continuation Act

- Royal Canadian Mounted Police Superannuation Act

- Security Offences Act

- Transfer of Offenders Act

- Witness Protection Program Act

Organization

In April 2004 the new Department was reorganized into five branches, each headed by an Assistant Deputy Minister.

Community Safety and Partnerships

This branch comprises the national Crime Prevention Centre (NCPC), the Corrections and Criminal Justice Directorate, and the Aboriginal Policing Directorate. Its functions are: crime prevention; corrections and conditional release; and Aboriginal policing.

Corporate Management

The functions of this branch are: comptrollership; information management; management assurance, and human resources.

Emergency Management and National Security

This branch includes operational readiness and response, housing the Government Operations Centre; emergency preparedness and recovery programs; emergency management policy and national security policy.

Policing, Law Enforcement and Interoperability Branch

This branch includes the Law Enforcement and Border Strategies Directorate, the Policing Policy Directorate, and the Public Safety and Interoperability Directorate. Its functions are: policing policy; borders policy; organized crime strategies; firearms policy; summit security policy; and Interoperability.

Portfolio Relations and Public Affairs

This branch includes Communications, Strategic Policy and Intergovernmental Affairs, and Ministerial and Executive Services. Its functions are: communications; strategic policy and portfolio coordination; provincial/territorial and international relations; ministerial services; access to information and privacy.

National Crime Prevention Centre Regional Delivery Structure

The NCPS has staff in every province and territory, with 6 main regional offices located in Atlantic Canada, Quebec, Ontario, the Prairies, British Columbia and the North. Staff in regional offices include program and communications officers, program managers, evaluation analysts and Directors. Regional staff is responsible for program delivery, in particular overseeing the delivery of our largest funding program, the Community Mobilization Program.

Other Units in Headquarters include: Program Development and Delivery

In addition to regional program delivery, there is a team within the Program Development and Delivery Unit that is responsible for national program delivery.

Policy, Research and Strategic Planning

The policy, research and strategic planning unit is responsible for policy and coordination, as well as the development of policy frameworks, maintenance of the strategic plan and knowledge development work.

Communications, Promotion and Public Education

The communications, promotion and public education unit is responsible for coordinating Ministerial announcements as well as producing a myriad of materials related to promoting the Strategy and educating the public.

Evaluation

The evaluation unit is responsible for meeting our mid-term and summative evaluation requirements and to support the rigorous evaluation of our crime prevention investment fund projects (CPIF).

Operations

The operations unit manages the grants and contributions, the financial operations, the human

resources and administrative operations of the National Crime Prevention Centre. As well, the Operations Unit is responsible for the management of the GCIMS database and identifies, proposes and recommends the conduct of audits for program and service delivery.

Safer Communities Initiative

The Safer Communities Initiative is composed of 5 funding programs. These include: The Community Mobilization Program – supports local, community based solutions to the problems that contribute to crime and victimization; The Crime Prevention Investment Fund – supports demonstration projects with a rigorous third party evaluation; The Crime Prevention Partnership Program – supports the development and dissemination of tools and resources for crime prevention initiatives; The Business Action Program on Crime Prevention – engages and supports the private sector in community based crime prevention efforts; and The Crime Prevention Strategic Fund – supports projects that move from independent to more strategic, broad, community safety initiatives.

Information Holdings

Program Records

Aboriginal Policing
Description: Information on First Nations Policing Policy.
Topics: Program administration, workshops, federal/provincial inquiries, task forces relating to aboriginal policing, research and development projects both on and off reserve, general enquiries and requests to participate in the First Nations Policing Policy, proposals for policing agreements, follow-up monitoring information of the policing services and holistic, integrated initiatives (in collaboration with other departments/agencies and other governments), aimed at improving the lives of Aboriginal people, crime prevention projects.
Program Record Number: PSEPC CSP 20

Community Corrections
Description: Information on community interventions.
Topics: Probation; alternative sentencing; restitution; restorative justice; management and treatment of sex offenders.
Program Record Number: PSEPC CSP 21

Conditional Release
Description: Information on all aspects of conditional release from institutions.
Topics: Parole decision-making, parole supervision; statutory release; temporary absences; clemency; factors related to success/risk reduction; procedural safeguards; parole officer's role.
Program Record Number: PSEPC CSP 22

Correctional Administration
Description: Information of the administrative functions and activities of the Correctional Services of Canada.
Topics: Policy, human resources, visitors, reports and statistics, Boards of Inquiry, financial management, co-operation and liaison.
Program Record Number: PSEPC CSP 23

Corrections Policy
Description: Information on correctional policy, including the procedure for determining how and where offenders serve their sentences of incarceration; and projects relating to corrections which have been funded or proposed for funding by the Department.
Topics: Exchange agreements; inquiries, cost of correctional services; correctional objectives; aboriginal offenders; female offenders; visible minority corrections; Correctional Legislation, treatment of offenders; special incidents. Project files are arranged by name of project.
Program Record Number: PSEPC CSP 24

Counter-Terrorism and Contingency Planning – National Security Directorate
Description: Information on the development of contingency and preparedness plans in the event of a terrorist incident, including situation responses, either in a resource or lead capacity; implementation of the national counter-terrorism plan and the Operational Readiness Program; development of counter-terrorism policy initiatives.
Topics: Contingency plans; counter-terrorism program and counter-terrorism policies. National Security Directorate – Situation Room; exercises.
Program Record Number: PSEPC EMNS 057

Counterfeit examiners
Description: Information on requirements for counterfeit examiners under subsection 461(2) of the Criminal Code.
Topics: Requirements; designation revocation.
Access: Files arranged by Police Department.
Program Record Number: PSEPC PLEI 080

Crime

Description: Information on the nature and study of various types of crime; and on projects designed to develop policies, procedures or/and national programs for police, the private sector, and communities directed at avoiding the commission of a criminal act or offence.

Topics: The costs of crime and the criminal; unemployment and crime; homicide; sexual offenses; computers and crime; white-collar crime; impaired driving; terrorism; psychoactive substance abuse; Police Training Manual; anti-vandalism; Crime Prevention Kit; transnational crime and organized crime.

Program Record Number: PSEPC PLEI 081

Criminal Justice

Description: Information on the criminal justice system, including projects relating to criminal justice which have been funded or proposed for funding by the Department.

Topics: Objectives of the criminal justice system; myths on crime and criminal justice; sentencing; missing children; various international criminal offenses; capital punishment; public attitudes. Project files are arranged by name of project.

Program Record Number: PSEPC CSP 025

Emergency Management Operations

Description: Information on Government of Canada operational emergency response capabilities and programs including information pertaining to the National Emergency Response System, the Government Operations Centre and the Canadian Cyber Incident Response Centre.

Topics: National emergency response plans; consequence management and cyber security exercises; records related to operational activities and associated decision support materials; event planning and post-event analysis; incident warning and analysis products; cyber security operations and outreach activities; critical infrastructure interdependencies and vulnerability assessment methods, tools and studies.

Program Record Number: PSEPC EMNS 050

Federal/Provincial/Territorial Emergency Management Relations

Description: Information on the coordination of federal/provincial/territorial emergency management and on regional office roles and responsibilities.

Topics: Federal/provincial/territorial meetings respecting emergency management and related matters; regional office coordination; regional office roles and responsibilities; provincial/territorial emergency management activities and organization.

Program Record Number: PSEPC EMNS 051

Fingerprint Examiner

Description: Information on requirements for designation and revocation of fingerprint examiners under subsection 667(5) of the Criminal Code.

Topics: Requirements, designation, revocation.

Access: Files are arranged by province.

Program Record Number: PSEPC PLEI 082

Institutional Corrections

Description: Information on incarceration and on topics arising as a result of a sentence to a prison term, including information on specific programs, research and statistics.

Topics: Long-term incarceration; classification and typologies; inmates' rights; health care; correctional investigator, dissociation; grievance procedures; riots; hostage taking; suicides; independent chairpersons; life skills; trade and professional education; treatment program; living units; remission, rehabilitation.

Program Record Number: PSEPC CSP 026

International Transfer of Offenders

Description: Information on the issues regarding the international transfer of offenders, where the person has been convicted and sentenced in a foreign state and requests to serve the remaining portion of the sentence in his/her home country.

Topics: Policy; treaties; objectives of international transfers; requirements; restrictions.

Program Record Number: PSEPC CSP 27

Law Enforcement Border Strategies

Description: Information on issues related to federal policing, law enforcement and border management.

Topics: Policing and law enforcement; comprehensive national and portfolio strategies on drugs and organized crime; DNA data bank; National Police Services; witness protection; federal (military) assistance to the RCMP and/or provincial police; child sexual exploitation; prostitution; child labour exploitation; child abduction and missing children; seniors; youth justice regime; children and youth at risk; international trafficking of persons; community policing; victims; fetal alcohol syndrome/effect; youth gangs; police associations; Police Week; Police Memorial; Mutual Legal Assistance Treaties; law enforcement issues such as standards, norms, training; designation under the law enforcement justification provisions; money laundering; marijuana grow operations;

anti-smuggling initiative, e.g. tobacco smuggling; integrated proceeds of crime; related FPT issues and information on FPT fora, e.g. the FPT ADM Committee on Policing Issues; commercial and economic crime; high tech crime & cryptography; child exploitation on the Internet; massmarketing fraud; identity theft; capital market fraud; corruption Canada-U.S. Cross Border Crime Forum; National Coordinating Committee on Organized Crime (NCC); organized crime policy and coordination; criminal intelligence; high tech crime/internet crime; family violence; violence against women; biology casework analysis agreements; transnational organized crime, international treaties, conventions and agreements and international drug issues.
Program Record Number: PSEPC PLEI 086

Ministerial and Executive Services
Description: Ministerial and Executive Services is responsible for Parliamentary Liaison, Cabinet Affairs, Access to Information and Ministerial Correspondence, and coordination of briefing material for ministerial meetings. The unit also provides secretariat support for the Deputy Minister's meetings with the Minister, Heads of Agencies and the Coordinating Committee of Deputy Ministers, as well as providing support to the Senior Management Committee.
Topics: Transition Briefing books, QP House cards, Private Members bills, Parliamentary Snapshot, Briefing Notes, Weekly Business Calendar, Ministerial Correspondence (including Minister's letters, mailing lists, procedures), Access to Information responses to requests, Reference books.
Program Record Number: PSEPC PRPA 110

National Crime Prevention Centre
Description: Information on projects funded through grants and contributions programs to the communities across Canada in relations to Crime Prevention through Social Development.
Topics: Priorities groups – children, youth and their families; Aboriginal people and their communities; and women and girls' personal security.
Program Record Number: PSEPC CSP 29

Part VI, Criminal Code – Invasion of Privacy
Description: Information on the policy, procedures and administrative aspects of the use of electronic surveillance for the interception of private communications pursuant to paragraph 188(1)(a) and subsection 186(5) of the Criminal Code. This information is used to assist the Minister in fulfilling her responsibilities under Part VI of the Criminal Code of Canada, the provision of operational guidelines to designated agents and peace officers. This program record also contains information from police operational reports from agents designated under paragraph 185(1)(a), which is required to assist the Minister in fulfilling her responsibilities, as defined in section 195 of the Criminal Code of Canada, regarding the submission to Parliament of an annual report on the use of electronic surveillance.
Topics: Requirements, designation, revocation, annual report.
Program Record Number: PSEPC PLEI 084

Policing Policy
Description: Information on issues related to the RCMP's federal policing role; RCMP policing policies and functions; RCMP accountability to the executive and to the public including oversight issues relating to the Commission for Public Complaints against the RCMP and the RCMP External Review Committee; the resources, role, function, services, corporate issues, management, administration and operations of the RCMP including contract poling agreements, personnel policies and practices; international police peacekeeping; Part VI of the Criminal Code; the Canada Firearms Centre; and projects relating to policing which have been funded or proposed for funding by the Department.
Topics: Policing and policy issues; National Police Services; international witness protection; RCMP protective policing services; federal (military) assistance to the RCMP and/or provincial police; civilian oversight/police accountability; Commission for Public Complaints Against the RCMP (CPC); RCMP External Review Committee (ERC); RCMP labour management; RCMP emergency policing protocol – Ontario & Quebec; Canadian international police peacekeeping activities; designations for electronic surveillance, counterfeit examiners, fingerprint examiners, and law enforcement justification designations under subsection 25.1(3) of the Criminal Code, Annual Report to Parliament on electronic surveillance designations and associated guidelines, Annual Report to Parliament on the RCMP's use of Law Enforcement Justification Provisions; Ministerial Directives; RCMP Contract Policing arrangements; RCMP Pension Advisory Committee for RCMP Superannuation Act; firearms; Security Cost Framework negotiations and reimbursements. Project files are arranged by name of project.
Program Record Number: PSEPC PLEI 085

Public Safety Interoperability
Description: Information on issues relating to information sharing and interoperability between agencies responsible for criminal justice and public safety, and the interoperability of criminal justice information systems.
Topics: CPSIN Standards-Canada Public Safety Information Network, Data Standards, Privacy, Performance Measurement Framework, Interoperability, Information Architecture, CPSIN Security Policy, Biometrics, Radio Communications Interoperability and FPT Joint Statement.
Program Record Number: PSEPC PLEI 083

Science and Technology Policy
Description: Information on the identification of science and technology issues and developments that create risks, challenges or opportunities for Canada's national security, protection of the national critical infrastructure, emergency management, or public safety; and for assessing these developments to define and recommend policies and other measures to enhance public safety.
Topics: Policy development and planning liaison, research, statistics, environmental scanning, higher education and science and technology portfolio management and coordination.
Program Record Number: PSEPC EMNS 052

Security and Intelligence Committees
Description: Information on the operations of security and intelligence committees, as well as the provision of administrative and policy support to these committees.
Topics: Security Advisory Committee; Intelligence Advisory Committee; Inter-departmental Committee on Security and Intelligence; Cabinet Committee on Security and Intelligence; subcommittees and study groups on the administrative security policy and national internal security policy responsibilities of the above committees.
Access: Files are arranged by committee, subcommittee or study group title, and by subject. All files are located in Ottawa.
Program Record Number: PSEPC EMNS 053

Security General
Description: Information on departmental security and security programs.
Topics: Training; information technology security; communications security; agreements; evaluations; incidents; clearances; physical security and security technology.
Program Record Number: PSEPC CM 005

Security Information
Description: The analysis and dissemination of information on potential threats to the internal security of the Government of Canada.
Topics: Internal security – policy; espionage, terrorism; civil disorder; analysis of security and intelligence information; periodic status reports.
Program Record Number: PSEPC EMNS 054

Security Intelligence Transition Group (SITG)
Description: Information on the operations of the Security Intelligence Transition Group. This group was created in August 1981 to plan for the creation of a security intelligence agency separate from the RCMP and disbanded in July 1984 with the creation of CSIS.
Topics: McDonald Commission recommendations; advice on pending legislation; the organizational, administrative, and personnel structure of the new security intelligence agency; and public opinion and enquiries. All files are located in Ottawa.
Program Record Number: PSEPC EMNS 055

Security Policy
Description: Information on the internal security policies of the Government of Canada.
Topics: Security issues, statements and legislation; administrative security policy; and national security policy. All files are located in Ottawa.
Program Record Number: PSEPC EMNS 056

Special Offender Populations
Description: Information on sub-groups of offenders identifiable on the basis of age, gender, race, offence or special need.
Topics: Policy; females; aboriginal peoples; sex offenders; drug offenders.
Program Record Number: PSEPC CSP 28

Strategic Policy and Intergovernmental Affairs Directorate
Description: Information on portfolio management and coordination, including environmental scanning, policy planning, federal/provincial/territorial matters and intergovernmental affairs, parliamentary affairs, liaison with Ministry Agencies and other federal departments. Ministerial support.
Topics: Portfolio management and coordination, policy planning, federal/provincial/territorial and international issues, liaison, research, statistics, non-governmental and voluntary organizations and environmental scanning.
Program Record Number: PSEPC PRPA 111

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Business Continuity Plans

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Applicances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilties

Vehicles

Particular Personal Information Banks

Applications for Employment
Description: This bank contains information on individuals who have sent a written application for employment to the Department. The files contain letters, completed application forms, resumes, letters of reference and normally, letters from the Department acknowledging receipt of applications.
Class of Individuals: The bank contains personal information concerning individuals who are interested in securing employment with the Department.
Purpose: These records are used for reference when vacancies arise.
Consistent Uses: The information in this bank is used only for the purpose for which the information was collected.
Retention and Disposal Standards: These records are kept for two years and then destroyed.
RDA Number: 98/005
Related PR#: PSEPC PRN 920
TBS Registration: 001532
Bank Number: PSEPC PPU 010

National Security Records
Description: This bank was established in 1971 and contains personal information which is filed principally by subject heading, as well as personal identifiers. Personal information is normally retrievable if specific subjects, dates or events are provided. This personal information relates to espionage or sabotage that is against or is detrimental to the interest of Canada; or, activities directed toward or in support of such activity; foreign-influenced activities within or relating to Canada that are detrimental to the interest of Canada, and are clandestine or deceptive, or involve a threat to any person; activities within or relating to Canada directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and, activities directed toward undermining by covert unlawful acts, or directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada. Information is also held in respect to advice to the Minister, and the Minister's responsibilities under the Citizenship Act and the Immigration Act. This bank also contains personal information relating to criminal intelligence investigations or cases involving offenses against the Criminal Code, and/or against federal and provincial statutes and includes such matters as organized crime and terrorism, which have implications for the security of Canada relating to federal government activities and contingency plans designed to counter, or respond to, activities hostile to the security of Canada in peace or war; or relating to investigations concerning threats or incidents involving national or international dignitaries or involving government property;

and relating to information provided by foreign or Canadian dignitaries for protective purposes. This bank may also contain personal information that, in relation to the defence of Canada or to the conduct of the international affairs of Canada, pertains to the capabilities, intentions, or activities of a foreign state or group of foreign states; of any person other than a Canadian citizen or permanent resident; or, any corporation except one incorporated pursuant to the laws of Canada or of any province. This bank also includes information relating to the administrative security policies and programs of the Government of Canada including measures to ensure personal security; information security; EDP security; communications security and technical security. This bank also contains information in relation to the duties and functions of the Inspector General and the Security Intelligence Review Committee, and information relating to the mandate of the former RCMP Security Service collected prior to July 16, 1984.

Class of Individuals: Information in this bank relates to individuals who are known or suspected to be involved in activities constituting threats to the security of Canada, or contrary to law, or who may be subject to threats or possible threats to their safety; and individuals who may, in relation to the defence of Canada or the conduct of international affairs, provide information or intelligence relating to the capabilities, intentions or activities of foreign states or persons.

Purpose: This bank is used to support the Minister, the Deputy Minister, and their officials in the exercise of their statutory duties, powers and functions; in carrying out such other national security and related law enforcement responsibilities as may be assigned to them; and in fulfilling their obligations to manage, and be accountable to Parliament for, the national security policies and programs of the Portfolio. This bank may be subject to the following use or disclosure: information relating to threats to the safety of persons or property or to the security of Canada may be disclosed to officials of the Government of Canada, to officials of other levels of government in Canada, and to such other persons as the Minister may determine are either subject to such a threat, or are in a position to assist the Government of Canada in the detection, prevention or suppression of any such threatening activities; information relating to activities known or suspected of being contrary to law may be disclosed to persons having jurisdiction to investigate such activities, or to persons with responsibility to enforce the law;

information in this bank is also used to develop policy and provide advice to the Minister in relation to national security policy, ministerial direction of the Canadian Security Intelligence Service, and to the RCMP in relation to its responsibilities set out in section 6(1) of the Security Offenses Act; the exercise of ministerial authority pursuant to the Canadian Security Intelligence Service Act and the relevant provisions of the Citizenship Act and the Immigration Act respecting individuals known or suspected of being involved in subversive or hostile activities, including terrorism and other criminal activities; and to the Cabinet, its committees, and federal departments and agencies in relation to national security policy, threats to the security of Canada; the analysis and implementation of administrative security policies; and the formulation of plans and other measures designed to counter, or respond to threats to the security of Canada in peace or war.

Retention and Disposal Standards: Retention periods range from 10 to 50 years, depending on subject and then sent to Library and Archives Canada.

RDA Number: 94/012

Related PR#: PSEPC EMNS 054 and PSEPC EMNS 056

TBS Registration: 003355

Bank Number: PSEPC PPU 026

Policing and Law Enforcement – RCMP Personnel and Administrative Records

Description: This bank contains personal information on certain individuals who are currently serving or who have served in the RCMP. The files contain information on individuals who have been involved in complaints against the Force or its members, the files contain reports, memoranda and correspondence.

Class of Individuals: Individuals who are currently serving or who have served in the RCMP; individuals who have been involved in complaints against the RCMP or its members.

Purpose: This information is used: (i) to provide advice to the Minister in respect of her statutory responsibilities for all matters pertaining to the RCMP; and (ii) to provide policy support and advice to the Minister, in furtherance of her statutory responsibility to provide direction to the Commissioner of the RCMP.

Consistent Uses: The information in this bank is used only for the purpose for which it was collected.

Retention and Disposal Standards: Records are retained for ten years and then destroyed.

RDA Number: 94/012
Related PR#: PSEPC PLEI 085
TBS Registration: 001539
Bank Number: PSEPC PPU 045

Records Access Request Bank
Description: This bank contains requests for information, responses to requests, and information relating to their processing. Information is organized first by fiscal year and then by sequence of the access requests numbers.
Class of Individuals: This bank contains records relating to individuals who have submitted a request i.e. name, address, telephone number and other information as provided on the request form.
Purpose: This bank is used in the administration of the Access to Information Act and the Privacy Act.
Consistent Uses: The information in this bank is used only for the purpose for which the information was collected.
Retention and Disposal Standards: The files are kept for a minimum of two years and then destroyed.
RDA Number: 98/001
Related PR#: PSEPC PRN 930
TBS Registration: 001531
Bank Number: PSEPC PPU 005

Security Clearance Records
Description: This bank contains personal information on individuals who are or have been, the subject of security screening procedures in relation to pre-employment/employment with federal government institutions and/or the private sector working under federal government contracts, and whose cases have been referred to the Minister or the Security Advisory Committee for advice. This bank also contains the reports of the Security Intelligence Review Committee provided to the Minister pursuant to subsection 52(2) of the Canadian Security Intelligence Service Act containing the findings and recommendations of the Committee concerning complaints by individuals denied a security clearance. This bank may also contain personal data, criminal records, security analyses, investigative reports, related correspondence and a notation of the level of clearance requested, granted or denied.
Class of Individuals: Individuals who are, or have been, the subject of security screening procedures in relation to pre-employment/ employment with federal government institutions and/or the private sector working under federal government contracts, and whose cases have been referred to the Minister or the Security Advisory Committee for advice.

Purpose: The information in this bank is used to support the Minister, Deputy Minister, and their officials in the exercise of their duties, powers and functions with respect to the security assessment and security clearance program of the Government of Canada.
Consistent Uses: Information in this bank concerning the loyalty to Canada, and so far as it relates thereto, the reliability of individuals, may be disclosed to officials of the Government of Canada, or to officials of a province, where the government of a province or a police force in a province, have entered into an arrangement with CSIS pursuant to subsection 13(2) of the Canadian Security Intelligence Service Act to provide it with security assessments; information in this bank is also used to support analysis and advice given in respect of decisions taken, or to be taken, in departments or agencies of the federal government, on the suitability of an individual for a security clearance; or to provide advice with respect to the policy implications of particular cases.
Retention and Disposal Standards: Records are retained for 20 years and then transferred to Library and Archives Canada.
RDA Number: 94/012
Related PR#: PSEPC EMNS 054
TBS Registration: 001538
Bank Number: PSEPC PPU 040

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Personnel Security Screening

Classes of Personal Information

Departmental Records Offices

In the course of conducting the programs and activities of the Department, personal information may be accumulated which is not contained in any of the specific personal information banks described in this entry, or the standard banks located elsewhere in the index. Such personal information exists in a fragmented form throughout some 33,000 files located in Ottawa. The information relates to criminal justice system policy; police and law enforcement issues; and general administrative matters. Most of the information is generated internally. However, a portion comes from the general public in the form of opinions or inquiries. This information is not intended to

be used for any administrative purpose affecting individuals by the Department. Information may include names, addresses, profession, and is normally only retrievable if specifics are provided, e.g., project titles, dates, events, organization titles and locations.

Security Intelligence Transitional Group (SITG)

In the course of conducting the activities and programs of this planning group, personal information may have been accumulated which was not contained in the specific personal information bank described in this entry, i.e. planning information on the organizational, personnel and administrative structure for the new security agency; public opinions and enquiries. This information is not intended for use in any administrative purpose affecting individuals by the Security Intelligence Transitional Group. The information may contain names, addresses, and position titles and is stored as a part of the general subject files where records are not retrieved by personal identifiers. The information is only retrievable if specific subjects, dates, or events are provided.

Manuals

- Government Communications Policy

- Guidelines for Agents and Peace Officers Designated by the Minister

Additional Information

The Department has general information services available to the public which should be consulted as a first step to obtaining further information about the Department and its various programs and functions. Please contact:

Communications Group
Public Safety and Emergency Preparedness
340 Laurier Avenue West
Ottawa, Ontario K1A OP8

Telephone: 613-991-2800

Information is also available on the Web at the following address: www.psepc.gc.ca

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The public reading room is located on the ground floor of the Ministry headquarters at:

340 Laurier Avenue West
Ottawa, Ontario

Public Service Commission of Canada

Chapter 135

General Information

Background

The Public Service Commission (PSC) is an independent agency responsible for safeguarding the staffing values of a professional public service. It is accountable to Parliament and has been in existence since 1908 under various titles and legislations.

Responsibilities

The PSC ensures that the people of Canada are served by a highly competent public service that is non-partisan, representative of Canadian society and able to serve the public in the official language of their choice.

The PSC administers the Public Service Employment Act (PSEA) which governs staffing in the Public Service. It develops policies and programs that shape staffing, establishes recourse mechanisms related to appointments and monitors the conduct of delegated staffing.

Legislation

- Public Service Employment Act (PSEA)
- Public Service Employment Regulations (PSER)

Organization

Audit Branch

The PSC's Audit Branch conducts public service-wide independent audits and studies to provide objective information, advice and assurance to Parliament, and ultimately Canadians, about the integrity of the appointment process, including the protection of merit and non-partisanship. In addition, the Audit Branch provides appointment data and analysis in support of the PSC's oversight role and information needs of departments and agencies.

Commissioners

The jurisdictional powers of the Public Service Commission rest with the President, appointed for a seven-year term, and the other Commissioners. Together, they set overall policy in accordance with the Public Service Employment Act.

Commission and Corporate Secretariat

The Commission and Corporate Secretariat provides support, advice and services to the Commission and PSC senior management and acts as the custodian of the Commission's governance framework. It is responsible for the provision of administrative and operational support for the meetings of the Commission and other departmental committees and processes exclusion approval orders. The Secretariat coordinates and processes Access to Information and Privacy (ATIP) requests and manages ATIP activities. Also, it is responsible for the application of the Values and Ethics Code for the Public Service at the PSC. As necessary, the Secretariat manages any international agreements and Memoranda of Understanding and co-ordinates international activities.

Corporate Management Branch

The Corporate Management Branch develops and monitors corporate management planning frameworks and policies related to the management accountability framework, finance, human resources management, information technology, communications and other administrative and support services; provides central services and systems in support of all PSC programs, including the offices of the President and Commissioners; and formulates and implements policies, plans, guidelines, standards, processes and procedures to support the decision-making process of the Commission.

Policy Branch

This Branch carries out key policy development and oversight functions in support of the Public Service Employment Act. The Branch is accountable for the interpretation, application and development of policies under the Act, including aspects related to equity and diversity and the political activities of public servants; negotiating, monitoring and evaluating the way deputy heads exercise their delegated staffing authorities and recommending corrective action as needed; managing the administration of priority entitlements; contributing to the future-oriented vision of the PSC as an independent agency and developing strategic policy frameworks;

managing the development of the PSC's annual report; and coordinating with central agencies and departments the full implementation of the Public Service Employment Act.

Investigations Branch

This Branch conducts investigations and promotes the use of alternative dispute resolution methods. They have the mandate to conduct several types of investigations related to external appointment processes; non-delegated internal appointment processes; allegations of politically influenced appointments and fraud; improper political activities; and, at the request of deputy heads, investigations of internal appointment processes. This branch is also conducts appeal hearings and investigations related to selection and staffing processes that were initiated under the old Public Service Employment Act.

Services Branch

This Branch develops, implements and delivers recruitment, staffing and assessment systems, programs, services and products for use across the public service; provides delegated recruitment services to all our clients and delegated staffing services to organizations (under the non-delegated and delegated authorities) which require our services, or who have lost all or part of their delegation as a result of a PSC oversight activity and develops and implements service strategies, policies and structures.

Regional Offices

The Commission's regional offices are collectively responsible for delivering recruitment and assessment programs and services to federal departments and employees as well as to members of the public across Canada. The regional director generals are responsible for adapting the PSC's programs and services to the particular needs of each region.

Information Holdings

Program Records

Appeals and Deployment Recourse
Description: Information on appeals by public servants against internal appointments and complaints against deployments that are heard with respect to alleged breaches of the old Public Service Employment Act and Regulations.

Topics: Appeals, appeal files, complaint documents and statistics.
Format: electronic; audiotapes may exist.
Program Record Number: PSC AIB 005

Communications and Parliamentary Affairs
Description: Contributes to strategic planning and provides advice to Public Service Commission management by: analyzing the parliamentary, Public Service and public environments; developing corporate positions and appropriate responses; recommending communications and parliamentary relations approaches and providing the products and services necessary to implement those approaches. Ensures an integrated approach to Public Service Commission communications and parliamentary relations; develops and maintains appropriate and consistent corporate messaging; coordinates and supports internal and external communications through plans, products and services across the Commission and with other departments and agencies.
Topics: Communications planning, writing and editing, print and electronic publishing, media relations and parliamentary relations.
Access: PSC Web site (www.psc-cfp.gc.ca).
Program Record Number: PSC CMB 022

Corporate Planning and Reporting Directorate (DPRD)
Description: This Directorate is responsible for the preparation of the Report on Plans and Priorities, the Operational Plan, the Quarterly Progress Reports and the Departmental Performance Report. CPRD is also responsible for the development and implementation of action plans for the Performance Measurement, the Management Accountability Framework, the Corporate Risk Management and the Information Management.
Format: electronic.
Program Record Number: PSC PRN 914

Delegation
Description: Information on the administration of the priority entitlements flowing from the Public Service Employment Act and Regulations and responsibilities related to the broader area of Work Force Adjustment (WFA).
Note: Formerly Recruitment Programs and Priority Administration.
Topics: Policy and program development; interpretation and guidance to departments; referral and placement of priority persons; Priority Administration System.
Access: PSC Web site.

Format: paper, electronic files, database.
Program Record Number: PSC SPB 033

Executive Programs

Description: Information on the recruitment, assessment, selection and counseling for executives and employees in the feeder groups.
Topics: Resourcing services to departments, priority placement; resourcing/competition files; recruitment, selection, assessment and employment counseling.
Access: Written request or e-mail.
Format: Paper.
Program Record Number: PSC SPB 065

External Audits

Description: Information on audits pertaining to the management of staffing and the exercise of the non-delegated staffing authority, and on the implementation of the policies of the Public Service Human Resources Management Agency of Canada's (PSHRMAC).
Topics: Audits of departments' staffing practices; methodology and guidelines for audits.
Access: This information is organized by subject or by department and agency. It is administered by the Audit Branch.
Format: electronic or paper.
Program Record Number: PSC AIB 011

Investigations, Mediation and Conciliations

Description: Information on the investigation, conciliation and mediation of concerns related to non-appealable staffing matters, and/or investigations of allegations of improper political activities by public servants, and on any other matter arising out of or relating to the administration or operation of either the old or current Public Service Employment Act and Regulations. Information on closed harassment investigation files conducted under a previous third party mandate pursuant to now revoked Order-in-Council PC 1986-2350.
Topics: Investigations, investigation and conciliations files.
Format: Electronic; audiotapes may exist.
Program Record Number: PSC AIB 010

Management and Planning Services

Description: Information on monitoring, analysis and research on issues related to staffing policies.
Note: Formerly Monitoring and Information Management.
Topics: Monitoring and information management, staffing data and information systems, data and analysis services.

Access: This information is organized into three categories: by characteristics of employees who have been appointed to positions in the public service or who have left the public service, by department or agency or by subject. It is administered by the Audit Branch.
Format: electronic or paper.
Program Record Number: PSC SPB 032

Mediation, Investigation and Coaching in the Prevention and Resolution of Harassment in the Workplace

Description: Information on closed files related to mediation, investigation and coaching on matters of harassment pursuant to the Treasury Board's Policy on the Prevention and Resolution of Harassment in the Workplace, under now revoked Order-in-Council PC 2001-955.
Topics: Mediation, Investigation, Coaching, Harassment.
Program Record Number: PSC RB 002

Other Inquiries

Description: Information pertaining to other inquiries relating to allegations of irregularities or fraudulent practices in a selection process, revocations of appointments, delegation of authority and requests for deleting the names of candidates from eligibility lists.
Topics: Other inquiries.
Program Record Number: PSC RB 001

Personnel Psychology Centre (PPC)

Description: Information on personnel assessment tools that help public service managers identify and develop competent staff; career counseling for aspirants to, and employees at, executive levels; career transition counseling for departments' employees; consultation and training to the human resources community.
Topics: Assessment tools and techniques, on-line tests, Competency Profiles.
Program Record Number: PSC SPB 037

Regions

Description: Information on the provision of non-delegated staffing activities other than EX such as recruitment, corporate program recruitment, specialized recruitment programs and recruitment on behalf of other departments and agencies.
Note: Formerly Staffing Operations.
Topics: Administration of central recruitment programs and outreach and referral of external candidates to departments and agencies.
Program Record Number: PSC SPB 030

Resourcing Services
Description: Information on the management of external recruitment programs and on the development of approaches aimed at recruiting highly qualified individuals to the federal public service.
Note: Formerly Recruitment Programs.
Topics: Recruitment approaches and guidelines; post-secondary and student recruitment.
Program Record Number: PSC SPB 031

Staffing Framework
Description: Information on the development of proposals for legislation, regulations, statutory instruments, policies and standards pursuant to the Public Service Employment Act, in staffing and in the delegation of authority to departments; and on the coordination of parts of the Official Languages Program for which the PSC is responsible as a central agency.
Topics: Standards, directives, methods, policies and procedures to implement staffing in the federal Public Service; assessment and counseling services; staffing authorities and delegation; Staffing Delegation and Accountability Agreements; Appointment Delegation and Accountability Instruments; staffing consultant certification files; Staffing Knowledge Exams; program development and consultation; statistics on appointments to bilingual positions; special studies; official languages exclusion order files; departmental staffing reports and PSC assessments.
Program Record Number: PSC SPB 050

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration

Administration and Management Services

Budgets

Buildings and Properties

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Personnel

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Travel

Particular Personal Information Banks

Applicant Inventories and Referrals
Description: This bank may contain applications/curricula vitae, test results, and screening and referral information resulting from external advertised processes. Individuals seeking access to this information are required to specify the city in which they presented an application for employment and reference numbers in cases of external advertised processes.
Class of Individuals: Non-public servants and public servants who have applied for an external advertised process.
Purpose: This bank exists in accordance with section 11(a) of the Public Service Employment Act to provide for the maintenance of inventories of candidates who have applied for employment to the public service of Canada in occupational groups other than the Executive Group.
Consistent Uses: This bank is used to identify applicants suitable for referral and appointments to positions in the public service and to record referral information. The information on employment equity groups is used for statistical purposes by the PSC, Treasury Board and the employing department. The information in this bank is frequently matched with information on appointment and test results for statistical purposes and program evaluation.
Retention and Disposal Standards: Records are maintained for two (2) years after being removed from the inventories or after referrals and then destroyed. Computerized information is retained for five (5) years. Unsolicited applications are maintained for six (6) months and then destroyed.
RDA Number: 2001/025
Related PR#: PSC SPB 030
TBS Registration: 001422
Bank Number: PSC PPU 015

Federal Student Work Experience Program (FSWEP): Inventory of Applicants

Description: This bank may contain the following information: applications for employment, job requests, and requests for re-employment, records and results of referrals of applicants.

Class of Individuals: Non-public servants who are full-time students and apply to the FSWEP.

Purpose: This bank exists in accordance with section 5 of the Public Service Employment Act and Order-in-Council P.C. 1997-488 to record information on the referral of applicants by the PSC to departments and agencies.

Consistent Uses: This bank is used to identify applicants for student employment under the FSWEP. It is also used to provide information on applicants referred by the PSC. The information on employment equity groups is used for statistical and referral purposes by the PSC and the employing department.

Retention and Disposal Standards: Computerized and hard copy records are retained for five (5) years, and then destroyed.

RDA Number: 2001/025
Related PR#: PSC SPB 031
TBS Registration: 003952
Bank Number: PSC PPU 086

International Programs: Inventory

Description: This program was abolished April 1, 2003. The bank may contain records of instances of consideration, notations of referrals, and correspondence related to the Program.

Class of Individuals: Public servants and non-public servants interested in applying for appointments in international organizations, or who are currently employed or have been employed.

Purpose: This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions with international organizations.

Consistent Uses: The bank was used to identify vacancies in international organizations.

Retention and Disposal Standards: Records of individuals interested in foreign employment were retained for two (2) years after being declared inactive and then destroyed.

RDA Number: 2001/025
Related PR#: PSC SPB 065
TBS Registration: 001896
Bank Number: PSC PPU 073

Investigations

Description: This bank may contain excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, performance evaluations, press clippings, memoranda of agreement and formal investigation reports. It may also contain information dealing with conciliation actions undertaken with departments, employees, representatives or complainants. It may also contain closed harassment investigations conducted by the Investigations Branch, as a third party, pursuant to a previous mandate under a now revoked Order-in-Council.

Class of Individuals: Non-public servants and public servants who have suggested an investigation related to the application of either the old or the current Public Service Employment Act and its Regulations, and persons involved in the case and/or public servants involved in closed harassment investigations conducted by the Investigations Branch, at the request of a department.

Purpose: This bank exists in accordance with sub-section 7.1 of the old Public Service Employment Act and the Order-in-Council P.C. 1986-2350 (now revoked) as well as the subsequent Order-in-Council P.C. 2001-955 (now revoked) and in accordance with sections 66, 67, 68, 69, 118 and 119 of the current Public Service Employment Act to record information with respect to investigations related to the application of either the old or the current Public Service Employment Act and Regulations and to record complaints of harassment in the workplace as defined by Treasury Board policy.

Consistent Uses: The information is used so that allegations may be examined, recommendations made and corrective actions taken if warranted. It is also used to prepare background documentation to establish a board of inquiry or the preparation of a Federal Court file, and to provide information for Public Service Commission reports to Parliament, statistical reports and/or Departmental Performance Reports.

Retention and Disposal Standards: Paper records are retained active during the investigation, conciliation or disclosure phase, five (5) years inactive, then destroyed. Concerns which do not become a formal investigation are kept for two (2) years and then destroyed. Computerized records are retained on-line for five (5) years, and then deleted.

RDA Number: 2001/025
Related PR#: PSC AIB 010
TBS Registration: 001421
Bank Number: PSC PPU 010

**Leadership Competencies
Assessment Services**
Description: This bank may contain memoranda and letters; biographical information and assessment results or assessor comments. This bank may also include assessment and career counseling data for candidates participating in developmental programs.
Note: Formerly Assessment Centre for Early Identification of Executive Potential.
Class of Individuals: Candidates who have been assessed by our assessment tools or were scheduled to be assessed by our assessment tools.
Purpose: This bank exists in accordance with sections 30 and 36 of the Public Service Employment Act (section 10 and sub-section 16(1) of the old Act, in force until December 31, 2005) to record and provide information relating to the assessment of candidates.
Consistent Uses: This bank is used to provide assessment information to candidates requesting feedback, to gather normative data on candidates who have gone through the Assessment Centre and for research and development purposes. It is also used to provide information relating to the assessment of applicants for executive positions of departmental development programs so that meritorious selections can be made. Information related to IPEX candidates' results is shared with Executive Counseling Services.
Retention and Disposal Standards: Records are retained for five (5) years after the assessment and then destroyed.
RDA Number: 2001/025
Related PR#: PSC SPB 034, PSC SPB 065 and PSC PCE 744
TBS Registration: 001430
Bank Number: PSC PPU 055

Occupational Test Results
Description: This bank may contain test answer sheets or written exams and results for persons who, for selection or other purposes, have undergone PSC tests. Individuals completing a Personal Information Request Form are required to provide their full name and Personal Record Identifier (PRI, or if they have no PRI, their date of birth.
Class of Individuals: Non-public servants and public servants who have undergone tests developed by the PSC.
Purpose: This bank exists in accordance with paragraph 30(2)(a) and section 36 of the Public Service Employment Act (section 10 and

sub-section 16(1) of the old Act, in force until December 31, 2005) to record information on tests conducted for purposes of selection, such as competitions.
Consistent Uses: The bank is used to record and provide information on the results of tests administered by PSC regional offices and/or departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. The information in this bank is contained in the Test Scoring and Results Reporting System (TSRR) and interfaces with the Inventory Management System and the Post-Secondary Recruitment System, which contain applicant inventories. The information in this bank may also be used in combination with the Public Service Resourcing System and the Priority Information Management System for resourcing purposes. Personal information collected on a voluntary basis, such as education, age, sex, classification, employment equity, as well as test item responses, are used for research and development purposes such as validation of test items, development of new tests, etc.
Retention and Disposal Standards: Hard copy files are kept for five (5) years and destroyed. Candidate test results are kept indefinitely on computerized files.
RDA Number: 2001/025
Related PR#: PSC SPB 030 and PSC SPB 050
TBS Registration: 001424
Bank Number: PSC PPU 025

Personnel Selection (excluding Executive Resourcing)
Description: This bank may contain requests to staff, job descriptions, statements of criteria and conditions of employment, official languages, selection process notices, application forms, curricula vitae, selection rating guides, board reports, letters of reference, all other documents used in establishing candidates' merit, results and notification of appointment. Persons completing a Personal Information Request Form are required to give the pertinent competition numbers.
Class of Individuals: Non-public servants and public servants who are being considered for appointment through a process of personnel selection administered by the Services Branch.
Purpose: This bank exists in accordance with subsection 30(1) of the Public Service Employment Act to record and provide information related to any process of personnel selection by competition or without competition administered by the PSC.

Consistent Uses: This bank is used to staff positions and, on request, to disclose to a participant in a selection process the reasons for the selection decision. This bank also provides related documentation for PSC Investigations as a result of the selection processes. The information on employment equity groups is used for statistical purposes by the PSC, Treasury Board and the employing department. Information in this bank may be obtained from systems pertaining to applicant inventories and assessment results.
Retention and Disposal Standards: Records are retained for two (2) years after the eligibility list expires or two (2) years after the last appointment was made.
RDA Number: 2001/025
Related PR#: PSC SPB 030
TBS Registration: 001427
Bank Number: PSC PPU 040

Post-Secondary Recruitment (PSR) Program: Inventory of Applicants and Supports Organizational Recruitment Initiatives

Description: This is a completely electronic recruitment program with 24-hour user accessibility. It contains personal and demographic data, curricula vitae, transcripts of marks, test results where applicable, correspondence, records of instances of consideration, notations or referrals, notes to files and messages for applicants to the PSR program.
Class of Individuals: Non-public servants and public servants applying to the Post-Secondary Recruitment Program.
Purpose: This program exists under the authority of sections 11, 30 and 36 of the Public Service Employment Act to support an inventory of persons seeking positions through the PSR Program while also aiding organizations with their recruitment.
Consistent Uses: This bank is used to identify applicants for positions offered through PSR. It may be used for human resources planning, statistical purposes and studies.
Retention and Disposal Standards: Records are retained for five (5) years after an application is submitted and are then destroyed, except in cases where successful applicants are hired. Information on such applicants is transferred to the hiring department.
RDA Number: 2001/025
Related PR#: PSC SPB 031
TBS Registration: 003953
Bank Number: PSC PPU 096

Second Language Assessment by Regional Offices and the Personnel Psychology Centre (PPC)

Description: This bank may contain the appropriate second language assessment request and record of results form, basic personal data, oral interview recordings, candidate feedback forms, assessments, reports, information and consent forms, and results.
Class of Individuals: Persons who were assessed by the PSC regional offices or the PPC for second language proficiency.
Purpose: This bank exists in accordance with paragraph 30(2)(a) and section 36 of the Public Service Employment Act (section 20 and subsection 16(1) of the old Act) to assess the second language proficiency of candidates.
Consistent Uses: This bank is used to maintain records on candidates tested for second language proficiency in the public service. Test results are entered in the Test Scoring and Results Reporting System (TSRR) and may be entered in the applicant inventories.
Retention and Disposal Standards: Records are retained for three (3) years, interview recordings are retained for two (2) years unless the candidate agrees to their earlier disposal (four months) and then destroyed.
RDA Number: 2001/025
Related PR#: PSC SPB 050
TBS Registration: 001426
Bank Number: PSC PPU 035

Second Language Evaluation (SLE) Test Results

Description: This bank may contain SLE test answer booklets and results for persons who have taken the Second Language Evaluation Oral Interaction Test, Reading Test or Writing Test. For candidates tested in oral interaction, the test recordings are retained by the administering PSC or departmental test centre. Individuals completing a Personal Information Request Form are required to provide their full name and Personal Record Identifier (PRI) or, if they have no PRI, their date of birth.
Class of Individuals: Non-public servants and public servants who have taken the Second Language Evaluation Oral Interaction Test, Reading Test or Writing Test.
Purpose: This bank exists in accordance with paragraph 30(2)(a) and section 36 of the Public Service Employment Act (sub-section 16(1) and section 20 of the old Act, in force until December 31, 2005) to record second language

assessment results for the purpose of appointment. *Consistent Uses:* The bank is used to provide information on second language evaluation for staffing of bilingual positions and information for general personnel management, research and statistical purposes. For individuals who provide a PRI when they take the test, the bank provides the individual's test results to the database at the Personnel Applications Centre (PAC) at Public Works and Government Services Canada. Through PAC, that information is then available on-line to authorized personnel in all government departments and by telephone enquiry.

The Treasury Board's official languages system interfaces with PAC to obtain SLE test results which it links with job position requirements. The information in this bank is contained in the Test Scoring and Results Reporting system (TSRR) and interfaces with the Inventory Management System which contains applicant inventories. The information in this bank may also be used in combination with the Public Service Resourcing System and the Priority Information Management System for resourcing services. Personal information collected on a voluntary basis, such as education, age, sex, classification, employment equity group, as well as test item responses, are used for research and development purposes such as validation of test items, development of new tests, etc.

Retention and Disposal Standards: Hard copy files are retained for five (5) years, and then destroyed. Oral interaction tests on cassettes are retained for two (2) years unless the candidate agrees to their earlier disposal. Candidate test results are kept indefinitely on computerized files.

RDA Number: 2001/025
Related PR#: PSC SPB 030 and TBS PCE 703
TBS Registration: 001425
Bank Number: PSC PPU 030

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Hospitality

Internal Disclosure of Wrongdoing in the Workplace

Relocation

Travel

Classes of Personal Information

General Administrative Documentation

In the course of conducting the activities and programs of the PSC, categories of personal information are accumulated which are not contained in the specific information banks described in this entry. Examples of such personal information include routine correspondence of an administrative nature, complaints and inquiries files, as well as contracts for personal and professional services and unsolicited applications for employment. This information is normally filed by general subject and is retrievable only if specifics are provided concerning the data and subject matter. The retention periods for these classes of personal information are controlled by the records schedules of the general subject files in which they are stored.

Surveys and Studies

The PSC occasionally surveys individuals and private and other public organizations that have participated in PSC programs or made use of its services. In the majority of cases, the identities of persons responding to the surveys are not recorded. These surveys usually form part of studies and are done to obtain individuals' views and opinions on PSC activities such as training, staffing, appeals, audits and other departmental responsibilities. The information is used for program planning and to evaluate the effectiveness of training methods and of PSC operations. It is also used to respond to training needs; to obtain a basis for the establishment of policies and procedures; and to ascertain the quality of services, identify problems in those services and make the necessary improvements. The retention periods for this class of personal information are controlled by the record schedules of the general subject file in which they are stored.

Manuals

- Appeal Board Practice and Procedures Guide

- Investigations Practice and Procedures Guide

- Public Service Commission Plan (Business Plan)

- Staffing Information Manual

- Subject Classification Guide

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Everywhere in Canada
InfoTel: 1-800-645-5605
TTY: 1-800-532-9397

Reading Room

In accordance with the Access to Information Act, an area on the premises of the identified institutions has been designated as a public reading room. These rooms are located in the following PSC regional offices:

Headquarters

L'Esplanade Laurier, West Tower
300 Laurier Avenue West
Ottawa, Ontario K1A 0M7

Telephone: 613-992-9562
Facsimile: 613-992-9352

Reading Room Hours: 08:30 to 16:30

Atlantic Region

Regional Office
Maritime Centre
1505 Barrington Street, 17th floor
Halifax, Nova Scotia B3J 3V3

Telephone: 902-426-2171
Facsimile: 902-426-7277
TTY: 902-426-6246

Quebec Region

Regional Office
200 René-Lévesque Boulevard West
East Tower, 8th floor
Montréal, Quebec H2Z 1X4

Telephone: 1-800-645-5605
Facsimile: 514-283-6380
TTY: 1-800-532-9397

Reading Room Hours: 08:15 to 16:15

National Capital and Eastern Ontario Region

Regional Office
66 Slater Street, 3rd floor
Ottawa, Ontario K1A 0M7

Telephone: 1-800-645-5605
Facsimile: 613-996-8048
TTY: 613-996-1205

Reading Room Hours: 08:30 to 16:30

Ontario Region

Regional Office
1 Front Street West, 6th floor
Toronto, Ontario M5J 2X5

Telephone: 416-973-3131
Facsimile: 416-973-1883
TTY: 416-973-2269
PSC toll-free: 1-800-387-0776

Reading Room Hours: 08:00 to 16:00

Central Prairies and Nunavut Region

Regional Office
320 Donald Street, 1st floor
Winnipeg, Manitoba R3B 2H3

Telephone: 204-984-4636
Facsimile: 204-983-8188
TTY: 204-983-6066

Reading Room Hours: 08:00 to 16:00

Alberta and Northwest Territories Region

Regional Office
9700 Jasper Avenue, Suite 830
Edmonton, Alberta T5J 4G3

Telephone: 1-800-645-5605
Facsimile: 780-495-2098
TTY: 780-495-3130

Reading Room House: 08:30 to 16:00

British Columbia and Yukon Region

757 West Hastings Street, Suite 210
Vancouver, British Columbia V6C 3M2

Telephone: 1-800-645-5605
Facsimile: 604-666-6808
TTY: 604-666-6868

Reading Room Hours: 08:30 to 16:00

Public Service Human Resources Management Agency

Chapter 136

General Information

Background

The Public Service Human Resources Management Agency of Canada (the Agency) was created on December 12, 2003, to ensure that the government's agenda for renewal of human resources management throughout the public service is carried out. A President, an Executive Vice President, five Vice Presidents, and five corporate DGs make up the PSHRMAC management team. The President of the Treasury Board is the Minister responsible for PSHRMAC.

Responsibilities

As part of the Government of Canada's commitment to make its public service the best in the world, PSHRMAC plays a critical leadership role in supporting excellence in human resources policy, planning and reporting across the federal government. The Agency is responsible for management issues such as learning and leadership development, Official Languages, Diversity and Employment Equity, Human Resources Planning and Accountability, Human Resources Management Modernization including Classification Modernization, Values and Ethics, and HR systems.

Legislation

- Employment Equity Act, S.C. 1995, c. 44 (with the Minister of Labour)

- Financial Administration Act, R.S.C. 1985, c. F-11 (certain provisions only)

- Official Languages Act, R.S.C. 1985, c. 31 (4th Supp.) Parts IV, V and VI and Section 91

- Public Service Modernization Act, S.C. 2003, c.22 (certain provisions only)

Organization

Communications Branch (CB)

The Communications Branch provides a broad range of strategic and operational communications support to the President, the Executive Vice President, VPs of business lines and DGs of Corporate Branches within the Agency.

Communications advisors prepare and implement communication plans, produce news releases, media lines, publications, speeches and presentations in support of all Agency business. The Communications Branch is divided into two main divisions: Media Relations and Parliamentary Affairs, and Strategic and Corporate Communications. Media Relations deals directly with the media and helps branches manage public issues. It also organizes media briefings with policy experts and provides media monitoring services for the Agency. Parliamentary Affairs provides strategic advice to the Minister and support in the form of Question Period cards, coordination of the tabling of reports and returns, communications material, and logistical support for House and Senate Committee appearances. The Strategic and Corporate Communications division is responsible for developing an integrated and cohesive approach for the Agency's communication activities. It provides strategic advice to sectors and recommends options on communication activities and public affairs. The division also coordinates publishing and event participation, as well as managing internal communications and content for the Agency Website and Intranet site.

Human Resources Management Modernization Branch (HRMM)

The Human Resources Management Modernization Branch (HRMM) was established in April 2004, as an organization within the Public Service Human Resources Management Agency of Canada (PSHRMAC), the new central agency whose core business, purpose and focus is to improve the management of people, and of leadership, in the public service of Canada.

In this context the HRMM branch plays a critical role within the Agency and across government for managing the transition to a reformed HR system, and its associated performance measurement regime. The HRMM branch is accountable for providing leadership and oversight over a broad range of functional areas, with primary responsibility for the implementation of the Public Service Modernization Act (PSMA), including staffing and recourse, labor relations

and dispute resolution, learning, and cultural change; leading the ongoing Classification modernization process, including the development and implementation of classification policies and guidelines and job evaluation standards as well as ensuring classification system capacity; aligning Employment policies; developing the HR dimension of the Internal Service Modernization Program (ISMO) initiative; and supporting the Human Resources community.

In summary, the HRMM branch and its Executive team provide the visible face of HR reform to key stakeholders and the HR community across government.

Human Resources Planning, Accountability and Diversity Branch (HRPAD)

In April 2005, the Human Resources Planning and Accountability Branch (HRPAB) and the Employment Equity Branch (EEB) were combined creating one organization called the Human Resources Planning, Accountability and Diversity Branch (HRPAD). The Branch provides leadership to ensure that departments and agencies have a modern HR planning function integrated with business planning, enabled by proper tools including access to HR information and research. The Branch is responsible for the People Component of the Management Accountability Framework (PCMAF). Its implementation will provide a comprehensive and consistent approach across the public service for measuring human resources management performance and accountability. As well, HRPAD is responsible for developing and implementing a system for monitoring and reporting for government-wide HR management and for publishing an annual report to Parliament on the state of HR within the Public Service. It also manages the Public Service Employee Survey as well as other required surveys to support the effective management of human resources across the federal Public Service. In addition the Branch provides strategic research on HR issues in support of HR management and planning across the public service on topics such as: Workforce analysis, forecasting, and surveying; environment scanning; current and future human resources needs analysis; human resources management trends and issues. The Branch gives advice on the Employment Equity Act and other employment equity issues; monitors performance for departments and agencies and reports progress to Parliament through annual reports. HRPAD has the overall responsibility for implementation of the

Embracing Change Action Plan and for ensuring that the federal Public Service reflects the values and diversity of Canadian society. The Branch is also the policy centre for human resources planning policy and provides strategic research on HR issues in support of HR management and planning across the public service.

Human Resources Strategies Directorate (HRSD)

The HR Strategies Directorate is composed of a team of human resources policy, program and planning specialists with a wide-ranging background of knowledge and experience. The team provides impartial and professional human resources management corporate advice and support to the Agency.

HR Strategies was established in 2004 to ensure that the organization was well equipped to assume its new HR management responsibilities in a modernized environment. As such it assists the Agency's executive team by researching, designing, developing or administering HR plans, policies, tools, processes and programs to support the organization's current and future needs; preparing data about employment equity and official languages representation; administering the annual performance management and pay program; implementing an employee awards and recognition program; keeping abreast of emerging issues and identifying means to address them, such as learning; advising on organizational changes and potential impacts on employees; acting as secretariat for the Human Resources Management and Labour-Management Consultation committees; informing employees of key policy or program changes affecting them; and establishing and conducting an HR performance measurement program.

Leadership Network (TLN)

The Leadership Network was designated as a Division or Branch of the Public Service under the Financial Administration Act by Order in Council P.C. 1998-952 in June 1998 and extended by Order in Council P.C. 1999-1832 in October 1999. The Leadership Network had also been designated as a department for the purpose of the Public Service Employment Act, until April 11, 2001 when it became part of the Treasury Board of Canada Secretariat by Order in Council P.C. 2001-609. The Leadership Network, as part of the Treasury Board Secretariat, became part of the Public Service Human Resources Management

Agency of Canada by Orders in Council P.C. 2003-436, 2003-437 and 2003-221. The Accelerated Executive Development Program (AEXDP), the Assistant Deputy Minister Pre-qualified Process (ADMPQP), the Career Assignment Program (CAP), the Management Trainee Program (MTP), Accelerated Economist Training Program (AETP) and Interchange Canada (IC) became part of the Leadership Network on April 1, 2004 by Orders in Council P.C. 2004-368 and 2004-370.

The Leadership Network (TLN) is responsible for all policies and policy advice to Treasury Board ministers and deputy heads related to the management of the executive group (EXs), including terms and conditions of employment, salary administration, organizational design, classification of positions, performance management as well as planning the renewal and development of the EX community and defining the leadership competencies required from all managers. The Leadership Network develops close partnerships and horizontal links with departments, agencies, regions, functional communities, the Privy Council Office, the Public Service Commission, the Treasury Board Secretariat and the Canada School of Public Service.

TLN is the policy centre for learning within the Public Service, and led the development of the new Policy on Learning, Training and Development which, among other things, sets out minimum learning requirements for three target groups: new employees; managers; and, functional specialists. It will also serve as a practical tool to support curriculum development by the Canada School of Public Service, to align existing courses and programs, and to support deputy heads in discharging their new responsibilities relative to training and development under the Public Service Modernization Act.

TLN is responsible for a suite of corporate leadership development programs that will help ensure the Public Service has the leadership talent it needs. This requires an integrated approach to leadership development where all leadership development programs are aligned to support the "leadership continuum" of the federal public service – from entry level – through to the assistant deputy minister level.

Recruiting at the entry level, TLN administers the Management Trainee Program and the Accelerated Economist Training Program. To develop middle managers, TLN runs the Career Assignment Program. To develop executives at the EX-01

level to the EX-02 and EX-03 levels, TLN manages the Accelerated Executive Development Program. TLN supports deputy heads in the staffing of positions at the assistant deputy minister (ADM) level, and supports the ADM community through annual personal visits with ADMs, networking events, career counselling, advice and support. TLN is responsible for administering the Executive component of the Interchange Canada Program, which brings talent in from outside the public service to gain experience and share expertise with public sector organizations, and similarly supports public servants in gaining expertise on assignments outside of the federal government.

TLN is developing an integrated framework to enhance human resources management for the executive community. The Human Resource Management Framework for the EX community will provide an integrated approach of planning, recruitment, learning, development and support, performance, retention and separation.

To promote excellence within the Public Service, TLN manages a suite of government-wide awards and recognition programs to recognize outstanding contributions in the service of Canada, including the Prime Minister's Outstanding Achievement Award and the Public Service Award of Excellence.

Legal Services Unit (LS)

The Treasury Board Portfolio Legal Services Unit provides legal advice to the Treasury Board, the President of the Treasury Board and to Portfolio entities, including the Public Service Human Resources Management Agency of Canada, with respect to their powers and duties. The Unit, staffed by Department of Justice lawyers, supports the Public Service Human Resources Management Agency of Canada, whose mandate encompasses many of the federal government's internal human resources functions.

The Legal Services Unit's lawyers give specialized legal advice to the Public Service Human Resources Management Agency of Canada and the Government of Canada in connection with the Agency's central agency functions. The Legal Services Unit provides advice with respect to the enactment of and the amendment to legislation and regulations, as well as strategic advice concerning policy development and other initiatives. It further provides litigation support, litigation services before specialized tribunals in the area of employment and labour law, training

and information on trends and developments in the areas of law relevant to the Agency's mandate.

Office of Public Service Values and Ethics (OPSVE)

Established in November 2003, the Office of Public Service Values and Ethics is mandated with ensuring that the public service has the necessary management infrastructure, practices and results to support a strong culture of public service values and ethics, consistent with the Values and Ethics Code for the Public Service and the Management Accountability Framework. To this end, the Office acts as a centre of expertise for policy making and advice on public sector values and ethics, including policies and strategies related to workplace well-being; communicates and promotes program objectives and priorities; develops and disseminates best practices, tools and training programs; ensures the establishment of a results-based accountability approach to values and ethics; and monitors the performance of departments and agencies.

Official Languages Branch (OLB)

Under the Official Languages Act, the mandate of the Official Languages Branch (OLB) is to provide strategic orientation and to co-ordinate the Official Languages Program in federal departments, agencies, Crown corporations, and certain privatized organizations. The OLB is responsible for overseeing federal institutions so that they serve Canadians in the official language of their choice at offices with an obligation to do so, create and maintain a work environment conducive to the effective use of both official languages in designated bilingual regions, and provide equal employment and advancement opportunities to English-speaking and French-speaking Canadians within the Public Service.

The OLB prepares and communicates official languages policies and directives and supplies the necessary interpretation and support. It establishes the management framework within which federal institutions fulfill their legislated responsibilities. The OLB develops program management tools and systems and encourages their use in federal institutions. It identifies information needs and interprets related statistics. Also, it oversees the implementation of programs, in conjunction with federal departments and agencies, and produces an annual report that the President of the Treasury Board tables in Parliament.

The OLB manages the Regional Partnerships Fund and the Official Languages Innovation Fund set up by the Action Plan for Official Languages.

The OLB is composed of an Executive Secretariat and three divisions: Research Strategic Planning and Policy Development; Marketing, Promotion and Champions, and Performance Measurement and Liaison.

Policy Coordination Directorate (PCD)

The Policy Coordination Directorate oversees policy coordination for the Agency as well as strategic and logistical support to key management advisory committees. The Directorate also coordinates the TB policy suite review initiative for the Agency.

Strategic Change and Organization Development Services (SCODS)

Strategic Change and Organization Development Services is responsible to support the Agency in the implementation of its major initiatives such as the Public Service Modernization Act (PSMA), the Corporate Administration Shared Services Initiative and to support the Agency in its own development and in dealing with its internal changes.

In line with the reason for our creation, SCODS' core mandate is to bring Strategic Change and Organization Development expertise to support the Agency fulfill its' mandate in moving ahead in aligning key initiatives/projects to the organizational vision within the Public Service; working effectively together on common issues and solutions; integrating business opportunities; ensuring a consistent change management approach that helps employees deliver excellence in service; and promoting leadership development to positively impact the healthy development of the Agency's culture and attainment of business results. Our vision is to be the "Vanguard of Public Service transformation towards innovation, effectiveness and well-being."

With the objective to assist clients in dealing with change and in improving organizational effectiveness and health, we offer services that support eight main business lines: strategic change, whole system change, management development, executive coaching, team development group process consultation, strategic planning and process improvement.

To better deliver services along these business lines, SCODS is organized into two teams: Strategic Change, Organization Development.

The Strategic Change team supports clients who manage large-scale change in HR initiatives throughout the Public Service through: designing and planning change management processes, facilitating key change meetings, providing strategic advice on cultural change, linking change and communication strategies, developing engagement strategies, providing ongoing coaching and advice to key change leaders, and providing ongoing organizational diagnoses. The Organization Development team supports its clients within PSHRMAC through: team building, group process review, strategic planning design, change management planning design, business process facilitation, organizational effectiveness and well-being improvement.

Strategic Management and Planning Branch (SMPB)

The Strategic Management and Planning Branch (SMPB) – is composed of a team of specialists in financial, administrative and contracting services with a wide-ranging background of knowledge and experience. The team gives professional and impartial financial management, administration and contracting advice to the Agency. The Director General is the Senior Financial Officer and Comptroller for the Agency.

It also provides Agency-wide executive support services including ministerial correspondence, translation coordination and editing. It is also responsible for managing the Agency's responses to access to information and privacy requests.

MPB is the Agency's center of expertise in the following areas: financial management advice and control; financial planning, analysis and reporting; strategic, operational and business planning; financial policy interpretation; financial training; systems and accounting services; Treasury Board submissions and Memoranda to Cabinet; business continuity plan; accommodations and facilities management; telecommunications; contract management; assets management; security; occupational health and safety; information management and information technology (in cooperation with the Department of Finance – Corporate Services Branch) . The Branch is also responsible for the overall liaison on these matters with the Treasury Board Secretariat, the Department of Finance, the Receiver General, the Auditor General of Canada, and Public Works and Government Services Canada.

The Branch is also responsible for the preparation of the Annual Reference Level Updates (ARLU), the Main Estimates, the Supplementary Estimates, and coordinates all financial input to the Agency's Business Plan, operational plans, the Report on Plans and Priorities and the Departmental Performance Report.

Information Holdings

Program Records

Communications
Description: Information concerning communication plans, news releases, media lines, publications, speeches and presentations.
Topics: General information on Communications.
Program Record Number: PSHRMAC CB 001

Information Management
Description: Information program to assist users of data obtained from the central agency information systems.
Topics: General information on Corporate information services (Corporate information services); Data extraction and analysis; (Electronic human resources); HR information management working group; Web-site – HR Connexions, HR Policies and Publications from outside organizations; Classification – central agency client needs, classification and coding of transactions/accounts; Personnel data systems – business and information models, committees, data element dictionary, micro-computer systems; Personnel Applications Centre (PAC) – Electronic Data Processing (EDP) Personnel Data Administration Centre (PDAC); Personnel Management Information System (PMIS) –Employee Benefits Statements (EBS) System, Entitlements and Deductions System (ENT/DED) – development, Extra Duty Reporting System (EDRS), Incumbent System – development, maintenance and operations, mobility sub system, related activities – pay, Work Force Adjustment Monitoring System (WFAM), Information Management, Leave and Extra Duty, Leave Reporting System (LRS), Leave Without Pay (LWOP) System, mobility file, Official languages information system (OLIS) – Population Affiliation System (PAS), Position Information Collection System (PICS) Position and Classification Information System (PCIS), Position Exclusion System, System for Human Resources Monitoring (SHURM), Official Language File (OLF),

Information centre; Kerr-Dawson report.
Program Record Number: PSHRMAC CB 130

Human Resources Management Modernization
Description: Information on classification modernization including the development and maintenance of classification systems and standards for all occupational groups in the Public Service; and the process by which a job is allocated to an occupational group and, through job evaluation, to a level within the group. Information on human resources management policies of a resourcing and general workplace nature. Information on HR Capacity building, recruitment, professional development and learning.
Topics: Classification – system – policy and guidelines; Training and accreditation – courses, policy and guidelines, curriculum development; Classification monitoring – framework development, on-going monitoring; Audits and monitoring – departmental audits, monitoring, Occupational groups – occupational group structure, pre and post march 1999, Committees; Communications; Complaints; Consultations; Conversion; Delegation of authority – policy and guidelines, departments; Departments and agencies – Royal Canadian Mounted Police, community management, association of organization and classification professionals (AOCP); Funding; Governance framework; Grievances –case files, cases as of January 1994, cases closed prior to January 1994, policy and procedures, grievance tracking system (GTS); Conversion grievance – policy, guidelines; Information management and information technology (IM/IT); Official languages; Organization costing system; Outside practices; Pay equity implications and gender neutrality; Position files; Position classification information system (PCIS); Tools; Position Information Collection System (PICS); Reform – proposals, special projects, Economics and Social Science Services, foreign services, horizontal initiatives program, Program and Administrative Services; Reports and statistics; Standards – categories and groups, needs analysis, update and maintenance, application;- Symposium; Training; Three-year plan, Employment policy – resourcing policy – assignments, appointment to level, competency based management, conditions of employment, definition of employment, definition of promotion, block transfers, charitable organizations policy; conferences, deployment (lateral transfer), foreign credentials, flexible hours of work, hospitality

policy, interchange canada policy, mentoring, parking, part-time employment, probation,rate of pay on appointment, performance management (of employees), regulations on probation, regulations on promotion (definition of), secondment assignment, special assignment pay plan, student employment policy including terms and conditions of employment and rates of pay, taxis, telework policy, term employment – workplace policy, variable work week, volunteers policy.
Program Record Number: PSHRMAC HRMM 415

Employment and Staffing
Description: Information on employment programs in the Public Service.
Topics: Employment and staffing; Moratorium/ staffing freeze; Part-time; Public Service Employment Act – review of personnel management and the merit principle; Size of the Public Service; Temporary services.
Program Record Number: PSHRMAC HRMM 426

Human Resources Community Secretariat
Description: Information on HR capacity building, recruitment, professional development, learning and other related topics of interest to the Human Resources community, including compensation specialists.
Topics: General information relating to the Human resources community; Compensation; Courses; professional development of the PE group: selected standard; Embracing change.
Program Record Number: PSHRMAC HRMM 146

Human Resources Development and Renewal
Description: Information on training and development, awards and continuous learning.
Topics: Human resources development and renewal; Federal student employment programs including departmental programs and initiatives; Learning – projects – continuous learning culture, training and development; Training programs for public service commission re-structuring;Training – Committees and councils – staff training council – training boards; Courses and Programs – Categories and groups – Management Category, Management development all levels, Middle management and supervisory training; Public Service Commission – Career Assignment Program (CAP); Educational leave; Orientation of employees; Qualification improvement program.
Program Record Number: PSHRMAC HRMM 145

Major Public Service Wide Projects
Description: Information related to Research on Human Resources Issues.
Topics: Information relating to Major public service wide projects; Public Service Human Resources Management Framework; Staffing.
Program Record Number: PSHRMAC HRMM 025

Plans and Progress Reports for La Relève
Description: May contain copies of documents relating to the renewal of the Public Service and its Human Resource management.
Topics: Plans and progress reports for la relève; Central agencies, Government departments, Federal regional councils; Functional communities.
Program Record Number: PSHRMAC HRMM 035

Public Service Renewal
Description: Information relating to the overall renewal of the Public Service and its human resources management.
Topics: Public Service Renewal; Demographics; Employment equity; Learning and development – learning advisory panel, orientation program; Middle managers – forums; Pride and recognition – awards and honours, national public service week – publication – day in the life project, rediscovering public service; Recruitment and retention strategy.
Program Record Number: PSHRMAC HRMM 050

Quality of Worklife
Description: Information on the improvement of human conditions at work, the increase of job satisfaction, the improvement of quality and increase of quantity of output and services, and the development of more effective organizational structures within the Public Service.
Topics: Quality of worklife; Consultations.
Program Record Number: PSHRMAC HRMM 325

Transition and Work Life Policies
Description: General information on labour relations (job security), employment transition measures, employment policies, benchmarking and departure incentives.
Topics: General information on Transition and work life policies; Departments and agencies; Day care;Increased ministerial authority and accountability (IMAA); National joint adjustment steering committee (NJASC) – departments and agencies, provinces and territories; Alternative service delivery departments and agencies, transfers of government employees from one

department to another; Human resource development council secretariat; Human rights – committees, Human resources management regime benchmarking; Risk management – indemnification of and legal assistance for crown servants, indemnification of public servants ministers and directors (prior to november 1994); indemnification of servants of the crown (prior to september 1996), provision of legal assistance to crown servants (prior to september 1996), provision of legal services to public servants (prior to november 1994); Deployment – appointment to level; Geographic mobility; Human resources reform (HR modernization); Interchange Canada; Leave with income averaging; Leave with pay – designated holidays, special, time off, vacation; Leave without pay; Oath of allegiance; Public service terms and conditions of employment regulations; Pre-retirement transition leave; Severance pay; Self-funded leave; Surveys; Special assignment pay plan (SAPP); Telework (work at home); Temporary employment – long term specific period employment, term study; Transfer from federal to private or provincial jurisdiction; Transfers of government employees from one department to another; Conditions and benefits of work – Canada labour code; Day care; Continuity of employment; Flexible workforce; Hours of work – adaptable work patterns – compressed work week, departmental programs, evaluation, flexible working hours – overtime, Telework (work at home).
Program Record Number: PSHRMAC HRMM 505

Universal Classification Standard
Description: Files related to the design of the Universal Classification Standard.
Topics: Classification simplification group – classification and occupational group structure; Artificial intelligence (AI) technology exclass project; Classification standards and agreements; Committees; Conferences meetings symposia and presentations; Consultations and participation – consultants, departments and agencies, unions; Departmental work descriptions; Universal classification standard (UCS) – conversion – reference positions, general services group (GE) – implementation, HS/GS hospital services and general services, degree illustrations; Universal job evaluation plan (UJEP) – committees, whole job ranking activity; Training – universal job evaluation plan (UJEP); Universal classification standard; Social sectors; Evaluation plan redesign; Committees; Communication files – decks,

speeches, meetings, flip charts; Fresh eye testing (February 2-20, 1998); Design simplification – work descriptions(5K); Gender neutrality; Implementation – enquiries Canada exercise, reporting on the departmental UCS project plan (includes sample II); Interdepartmental model work description (IMWD); Sample 1 and 2 on the work information gathering tool (WIGT) by participant number; Information technology; Organization test; Standard 1.0 (May 1998 to April 1999); Standard 1.1 (April 1999 to October 1999); Standard 2.0 (October 1999 to present); Training – 5K exercise – Departments / Asticou (September 1998), Evaluation training by region; Historical.
Program Record Number: PSHRMAC HRMM 120

Human Resources Planning Accountability and Diversity (HRPAD)

Employment Equity

Description: Information on policy and programs relating to equal employment opportunities for designated groups within the federal Public Service (Aboriginal peoples, persons with disabilities, persons in a visible minority group and women), including the representation and distribution of these groups.

Topics: General information on employment equity; Employment Equity Act; Strategic plans; Communications and promotional material; Conferences meetings and symposia, Annual reports / EE business plans / EE progress reports and profiles; Audits; Committees and councils –Champions (Breakfasts), executive committee, IDF-EE (inter-departmental forum on employment equity) – Steering Committee, Joint Recruitment and EE Champions Committee; Decks presentations speeches and speaking notes; Embracing change – committees conferences and councils, fund – business case and proposals, implementation sessions, status reports, strategy; Complaints; EE data; Employment Systems Review; Employment Equity Positive Measures Program (EEPMP) – federal public service job accomodation network (fps-jan); Provinces and territories; Separate employers (by code);; Service commitments; Summary analysis; Members of visible minority groups/external availability/by category and occupational groups/metropolitan area/census 1986; Survey of public service employees – questionnaires; Task force on an inclusive public service (TFIPS); Training and development; Workplace improvement; Departments agencies and crown corporations; Provinces and territories; Designated groups

– external availability – census 1986; Employment equity program in crown corporations (prior to 1993); Technical processes.
Program Record Number: PSHRMAC HRPAD 320

Employment Equity for Aboriginal Peoples

Description: Information on policy and programs relating to equal employment opportunities for Aboriginal peoples within the federal Public Service, including the representation and distribution of these groups.

Topics: Aboriginal peoples; Associations clubs societies; Committees and councils; Northern development – Advisory committee, Northern careers program (NCP); Departmental plans and programs; External availability – estimates by departmental and occupational groups –various census 1986.
Program Record Number: PSHRMAC HRPAD 321

Employment Equity for Members of Visible Minority Groups

Description: Information on policy and programs relating to equal employment opportunities for members of visible minority groups within the federal Public Service, including the representation and distribution of these groups.

Topics: Visible minority – Committees and councils; Census; Task force on members of visible minority groups (1998-1999); Advisory Committee to the President of the Treasury Board – meetings; External availability – by category and occupational groups – metropolitan area –census 1986; National Council of Visible Minorities in the Federal Public Service.
Program Record Number: PSHRMAC HRPAD 322

Employment Equity for Persons with Disabilities

Description: Information on policy and programs relating to equal employment opportunities for persons with disabilities within the federal Public Service, including the representation and distribution of these groups.

Topics: Persons with disabilities; Committees and councils; Government of Canada disability agenda; Census; Advisory Committee to the President of the Treasury Board (ACE); Architectural barriers; Consultations; Departmental plans and programs; Transportation.
Program Record Number: PSHRMAC HRPAD 323

Employment Equity for Women
Description: Information on policy and programs relating to equal employment opportunities for women within the federal Public Service, including the representation and distribution of these groups.
Topics: Women; Committees councils and symposiums; Census; Celebrations; Reports, statistics, studies and surveys; Interdepartmental committees – standing Departmental plans and programs; Internal availability – by departmental and occupational groups, as of March 31, 1990; Reports and statistics; Status – committees and councils, International Year; Studies and surveys.
Program Record Number: PSHRMAC HRPAD 324

Human Resources (HR) Planning
Description: Provides strategic leadership in integrating business and HR planning PS-wide; provides leadership in helping departments/agencies develop current and future needs assessments; provides strategic leadership PS-wide for HRP capacity building; provides support to the Interdepartmental HR Advisory Committee; advises DM Sub-committees (PSMA) on PS-wide HR planning capacity building recommendations and requirements;develops and implements a portfolio approach to work with depts/agencies PS-wide in all aspects of HR planning.
Topics: HR Planning tools, practices, capacity building and innovations.
Program Record Number: PSHRMAC HRPAD 666

Human Resources Policies
Description: Information on human resources policies of a resourcing and general workplace nature.
Topics: Human Resources Policies; policy review process (workshop), report; conference, continuous learning, deployment; design, framework, genetics, hospitality, hospitality resource information, interchange policy, parking, separate employers, student employment, suite, taxis, terms of employment and rates of pay for students, veterans, volunteers, Policy and learning Student Employment; Special Assignment Pay Plan. Employee Performance Management; Volunteers.
Program Record Number: PSHRMAC HRPAD 515

Human Resources Policies – Personnel Management Manual 1982-1990
Description: Information on general policies and requirements in Personnel Management.

Topics: Personnel Management Manual (PMM 1982-1990).
Program Record Number: PSHRMAC HRPAD 360

Human Resources Policies – Treasury Board Manual (TBM) Human Resources Component 1990-1997
Description: Treasury Board policies and guidelines on human resources management.
Topics: Treasury Board Manual (TBM) Human Resources Component 1990-1999.
Program Record Number: PSHRMAC HRPAD 175

Human Resources Strategies
Description: Information related to the policy, programs and strategies supporting HR renewal.
Topics: General Information on human resources strategies; Strategic planning; Strategic policy team; Continuous learning – Policy evaluation continuous learning culture, core knowledge needs, e-learning, learning/training programs/ Public Service Commission restructuring, orientation program, PSAC/TBS joint learning.
Program Record Number: PSHRMAC HRPAD 330

Personnel Information Management (PIM) Business & Information Models
Description: A series of files concerning the development of business models, functions models, information models, data flow diagrams and CASE based models of the personnel function in the Federal Public Service. All project reports and results have been published and widely distributed.
Topics: Minutes of meetings, presentation, correspondance and reports.
Program Record Number: PSHRMAC HRPAD 052

Policies & Planning
Description: Various issues including Policy, general meeting information, specific project files.
Topics: Departments, agencies and crown corporations; Assistant secretary – committees conferences councils and retreats; Policies and projects; Committees councils and retreats; Hudson institute; Projects – performance rewards, and performance standards.
Program Record Number: PSHRMAC HRPAD 170

Policy & Planning (Human Resources) (Prior to April 2004)
Description: Information on human resources policy development and integration, human

resources business planning co-ordination and special projects and human resources management modernization.

Topics: General information on human resources policies and planning; Alternative dispute resolution; Annual direction on the learning needs and priorities to the public service; Annual reports; Appointment to level; Assistant secretaries office; Benchmarking Business planning; La relève; Career assignment program (CAP); Charitable organizations campaign; Corporate knowledge retention and transfer, Co-development; Committees – advisory committee on labour management relations (fryer), continuous learning, federal committee on workplace alternate dispute resolution, human resources joint steering committee, policy committee, policy council, Policy Integration Committee – forward planning agenda, meetings, terms of reference; working group, working group on co-development of the advisory committee of the Public Service Commission, research community advisory committee, survey follow-up action committee; Communications; Compensation; Conferences; Consultation reports; Current and future needs of the public service; Decks presentation speeches; Definition of promotion; Departmental outreach, Departments agencies and crown corporations; Discussion papers; Electronic learning (E-Learning); Employee HR desktop; Environmental scan report; Federal student employment programs; Finance; Focus group; Freedom of expression; Foreign services (FS) study; Functional communities relations; Government on-line (GOL); Human resources – human resources management framework (HRMF), human resources management modernization, human resources system; Information management; Innovations and best practices; International; La relève; Learning and development; Management development program; Management trainee program; Measurement framework; Meetings councils and retreats; Micro-computer systems; Minimum qualification standards; Mobility; National occupation classification (NOC); Occupational categories and groups; Organizational development; Outreach; Performance management; Periodic table; Planning – reporting, results and information systems, HR instruments suite; Policy hospitality resource information, interchange policy, parking, separate employers, student employment, suite, taxis, terms of employment, and rates of pay for students, veterans, volunteers, Policy and learning; Practices; Probationary period; PSAC/TBS joint

learning; Public policy forum; Reporting and evaluation framework; Research and analysis; Service delivery models; Results-based human resource management and accountability framework; Shared services; Special assignment pay plan; Transforming the government; Website – e-HR, human resources (HR) connexions; Workforce renewal strategy; Working framework renewal; Working groups; Events and Workshops; Foreign delegations; Data extraction and analysis; HR policies and publications from outside organizations; Electronic human resources (e-HR).
Program Record Number: PSHRMAC HRPAD 222

Research
Description: undertaking our first annual HR environmental scan in support of departments, agencies and with a view to building capacity in HRP, and that we are planning to conduct a number of analyses on recruitment.
Topics: Research and analysis; Environmental scan report.
Program Record Number: PSHRMAC HRPAD 888

Workplace Improvement and HR Innovation Team
Description: Timely, practical and cost effective tools, products or change of management strategies for community-wide and HR Branch advantage, cost saving, and improvement, Active monitoring, Public Employee Survey, HR Planning and Workplace well-being.
Topics: General information on workplace improvement and HR innovations; Public service wide employee survey 1999; Public service wide employee survey 2002; Public service wide employee survey 2005.
Program Record Number: PSHRMAC HRPAD 055

Human Resources Strategies Directorate
Description: Information on the Public Service Human Resources Management Agency of Canada's (PSHRMAC) internal Human Resources plans, policies or programs.
Topics: General information on Human resources strategies; EOD assignment programs Interchange Canada; Area of selection; Awards and recognitions; Casual employment; Delegation of HR authority; Development programs (CAP, MTP, AETP, etc); Employment requests correspondence; Employment equity – demographics and reports; EX resourcing; Harassment; Human resources management committee; Human resources

planning – demographics and reports, tools; Human resources policies; Human resources transition – policy issues, staffing actions; Labour relations – exclusions, labour relations management consultative committee (LMCC); Learning – orientation program; Liaison – employment equity branch, executive vice president's office, human resources management modernization branch, human resources planning and accountability branch, leadership network branch, office of the public service values and ethics, official languages branch, president's office, strategic management and planning branch; Official languages – demographics and reports, language training; Organization charts – by branch; Performance management program – EX – by year – Senior officers – by year; Public service modernization act (PSMA) – implementation, public service employment act (PSEA), public service labour relations act (PSLRA); Service level agreements – MOU with CSB; Workplace wellbeing researching, designing, developing or administering HR plans, policies, tools, processes and programs to support the organization's current and future needs; preparing data about employment equity and official languages representation; administering the annual performance management and pay program; implementing an employee awards and recognition program.

Program Record Number: PSHRMAC HRSD 001

Office of Public Service Values and Ethics

Description: Information related to the centre of expertise, leadership and services for ensuring the public service has in place the necessary management infrastructure practices and results to support a strong culture of public service values and ethics. Information on: learning and communication; policy and research; liaison, evaluation and accountability; workplace well-being.

Topics: General information related to values and ethics; specific information related to the Values and Ethics Code for the Public Service (Statement of Public Service Values and Ethics including responsibilities, authorities and accountabilities, Conflict of Interest Measures, Post-Employment Measures and Avenues of Resolution); Bills C-11 and C-25, the proposed Public Servants Disclosure Protection Act; Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace; Policy on the Prevention and Resolution of Harassment in the Workplace; Policy on the Indemnification of and Legal Assistance for Crown Servants; Workplace Well-Being; Leave

with Income Averaging Policy; Policy on Self-Funded Leave; Pre-retirement Transition Leave Policy; Policy on Workplace Fitness Programs; Workplace Day Care Centres; Information and Referral Services for Child Care; Policy on the Use of Electronic Networks; Oath of Allegience; lists of networking resources (Advisory Committee on Public Service Values and Ethics; Senior Officials for the Values and Ethics Code for the Public Service; Senior Officers for the Policy on Internal Disclosure of Information Concerning Wrongdoing in the Workplace; Departmental Officers for Conflict of Interest and Post-Employment Measures; Coordinators for the Policy on the Prevention and Resolution of Harassment in the Workplace; Advisors for Excluded and Non Represented Employees); assessment of institutions, performance measurement, liaison with departments/agencies, and departmental statistics; communications materials such as publications, reports, speeches, presentations, employee surveys related to values and ethics; conferences, workshops and events; promotional materials (videos, brochures, aide-mémoire cards, etc.) and learning materials (electronic guide to the Values and Ethics Code, on-line harassment prevention tool, videos for applied learning, etc.); co-champions; Conflict of Interest and Post-Employment Code; departments and agencies; foreign delegations; freedom of expression and duty of loyalty, Code of conduct for the public sector; Committees; Communications; Conferences meetings seminars; Corruption; Integrity package; Learning; Pride and well being committee; Elder care; Golden jubilee medals; National master standing offer for long service instant awards; National public service week (NPSW) national coordination – 2003, 2004; Policy – award plan for inventors and innovators, polilcy framework for workplace well-being, flexible hours of work, informations and referral services for child care, leave with income averaging, part time employment, pre-retirement transition leave, recognition, self funded leave, telework, variable work week, workplace day care centres, workplace fitness progams; Retention; Pride and recognition – awards of excellence, incentive award plan, long service award, merit award, outstanding achievement award, senior officer retirement certificate, suggestion award – liaison – departments agencies and crown corporations; Pride and recognition and workplace well-being conferences; Follow up public service wide employee survey 2002; workplace well-being

best practices. Harassment – association of professional executives of the public service of Canada (APEX), Canadian human rights commission, communication plans and tools, departmental coordinators, individual cases, investigations and investigators, mediation and shared mediators network, monitoring – statistics, policies – enquiries, public service commission of Canada, research, training, unrepresented employees – advisory network; Policy – indemnification, internal disclosure policy (IDP); Political activities; statement of principles for the public service. Co-champions; Conflict of interest and post-employment code – public service (PS) code Departments and Agencies; Freedom of expression.
Program Record Number: PSHRMAC OPSVE 510

Official Languages Branch

Executive Secretariat
Description: Responsible for Parliamentary Affairs, managing the Official Languages Innovation Program, planning OLB resources, general horizontal issues concerning official languages, strategies and procedures (Report on Plans and Priorities and Performance Report), and represents the employer side of the National Joint Council's Official Languages Sub-Committee.
Topics: Committee of Deputy Ministers on Official Languages (CDMOL); Assistant Deputy Minister Committee in support of CDMOL.
Program Record Number: PSHRMAC OLB 010

Marketing Promotion and Champions
Description: Promotional information and initiatives on official languages within the Government of Canada intended for the public and federal employees. The Official Languages Act stipulates that the President of the Treasury Board table a report each year on the Official Languages Program in federal institutions.
Topics: Advertisement; Annual report, follow up report of PSC and the commissioner of official language, heritage Canada, preparation of TB President reports, TBS' action plan and results on section 41; Awareness – course P714 – / Official language orientation, session on language of work, session on service to the public, session for management trainee; Best practices; Events – atlantic symposium 2001, distinction award, forum des gens d'affaires francophones, forum of official languages, international day of the francophonie, public service commission week, rendez-vous with our Francophone heritage,

– year of la Francophonie; Internet site; Products – annotated version of the 1988 Official Languages Act, chairing bilingual meetings, going it alone – together, poster, video on language of work, video on service to the public; Publications; Publicity.
Program Record Number: PSHRMAC OLB 015

Performance Measurement and Liaison
Description: Assessment of the effectiveness of official languages programs in federal institutions. Ensuring that institutions comply with their official languages obligations. Information on official languages policies and programs for the public and federal employees and consultations with departments and key stakeholders about those policies and programs, compliance review of the regulations.
Topics: Assessment report – service to the public in British Columbia; audits – language of work, service to the public; Burolis –training and regulations;complaint from the commissioner of official languages, investigation report and special study by the Commissioner of Official Languages follow-up; Monitoring – analysis of submissions to the Treasury Board, annual report, assessment of institutions, performance measurement, liaison with institutions, statistics; Pilot projects – communications between Quebec and National Capital Region, British Columbia service to the public; TBS special studies; Survey; Universe of institutions covered by the Official Languages Act. Committees consultations and minority communities; Ad Hoc meeting-key players (CFP/PCH/CCG/COL); Committees-Airport authority advisory committee, Assistant deputy minister committee in support of CDMOL, committee of Deputy Ministers on Official Languages (CDMOL), crown corporations advisory committee on official languages (CCACOL), departmental advisory committee on official languages (DACOL), federal regional councils, interdepartmental consultative committee on languages industries, interdepartmental partnership with official languages communities (coord art.41), national committee for Canadian Francophone Human Resources Development, national Human Resources Development Committee for the English Linguistic Minority, National Joint Committee on Official Languages, Network of official languages champions – crown corporations, departmental, ministerial committee; Steering committee of official languages champions' network; Official languages regional sub-committee; Port authorities advisory committee, Reference group of ministers, Research group, Standing committee on official

languages. The language management site of Canada, Community-Alberta, British Columbia, Assemblée aînées et aînés francophones du Canada; Fédération des communautés francophones et acadiennes du Canada (FCFA), Manitoba, National Francophone community, New Brunswick, Newfoundland and Labrador, Northwest Territories, Nova Scotia, Nunavut, Ontario, Prince Edward Island, Quebec, Sakatchewan, Yukon Territories; Conferences; Consultation-Office de la langue française.
Program Record Number: PSHRMAC OLB 020

Official Languages
Description: Provides general direction to departments, crown corporations and other organisations subject to the Official Languages Act, as well as co-ordination of policies and programs relating to the implementation of the provisions on language of service to the public, language of work and the participation of English-speaking and French-speaking Canadian in all federal institutions.
Topics: Air transportation industry restructuring; Anglophone participation in the federal public service in Quebec; Bilingualism bonus; Briefings on official languages; Review of the application of the regulations 2001 census; City of Ottawa; Communication in the federal administration; Communication with the public; Discussion papers; Equitable participation; French on the internet; Human resources modernization; Innovation fund; Language of work; Language requirements of management group (CBC EX); Language training – PSC review (Public Service Commission), school accreditation, testing; Memorandum of understanding between TBS and PCH; Presentations; Program revitalisation; Questions and answers media; Service to the Public; Staffing of bilingual positions; Using the official languages on electronic networks.
Program Record Number: PSHRMAC OLB 002

Official Languages (Prior to 2001)
Description: Official Languages Act; Official Languages Regulations (Communications with and Services to the Public); general information on official languages policy.
Topics: Official Languages and Employment Equity – Departments and Agencies; General information relating to Official Languages; Audit – departments, agencies and Crown corporations, language of work, program management, regional visits (CONSTATS), service to the public; Bilingualism bonus; Commissioner of Official Languages – complaints; Common

services; Conferences, meetings and seminars – meeting of the Official Languages Champions; Crown corporations – payments under OLA log, privatization; Decentralization; Departmental official languages structures; Education allowances (children of federal public servants); Equitable participation; Evaluation; Federal Identity Program; Increased Ministerial Authority and Accountability (IMAA); Information programs – books and publications; Language of work objective; Language requirements of positions – identification; Linguistic regimes of provinces and territories; Liaison – Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan, Norhwest Territories, Nunavut, Yukon ; Official Languages Act – regulations – consultations; Official languages minority groups – regional; Departments, Agencies and Crown Corporations; Alternative services delivery; Privatization – transfer of responsibilities; Service to the public; Staffing; Studies and surveys; Translation and needs; Work Instruments.
Program Record Number: PSHRMAC OLB 240

Official Languages: Burolis (Prior to 2001)
Description: Directory of offices and service points of federal institutions and privatized organizations subject to the provisions of the Official Languages Act and Regulations.
Topics: This directory indicates where the service point is located and stipulates whether or not there is an obligation to communicate with the public in both official languages in accordance with the relevant provision of the Act or Regulations. Burolis allows its main users, the staff of the Official Languages Division and the institutions to obtain through its search function the addresses of all offices of a specific institution or of all federal offices in a specific municipality, region, province or territory. This directory is updated on a regular basis by the institutions and is also available on Internet and Publiservice.
Program Record Number: PSHRMAC OLB 315

Official Languages Committees and Councils (Prior to 2001)
Description: Information on official languages policies and programs, and consultations with unions on these policies and programs.
Topics: Committees and councils – National Joint Council – Official Languages Committee.
Program Record Number: PSHRMAC OLB 255

Official Languages Innovation Program (OLIP)
Description: Action Plan for Official Languages (an Exemplary Public Service); Official Languages Innovation Fund and Official Languages Regional Partnerships Fund.
Topics: Innovation fund, OLIP, eligibility criteria, fund management, annual budgets, Steering Committee, evaluation report, Memorandum of Understanding, innovative projects, partnerships, change in organizational culture, management of the Official Languages Program, learning, interdepartmental cooperation, sharing of best practices, language learning in the workplace, Federal Regional Councils, submission date.
Program Record Number: PSHRMAC OLB 999

Official Languages Systems
Description: Information on administrative systems of official languages programs.
Topics: OLIS II (Official languages information system), PCIS (Position and classification information system).
Program Record Number: PSHRMAC OLB 025

Official Languages Systems (Prior to 2001)
Description: Information on administrative systems of official languages programs.
Topics: General information relating to official language's systems; Co-ordination of Personnel Data Systems; Data; Language training information; Language Training Module (LTM); Liaison with Personnel Applications Centre (PAC); Liaison with Human Resources Branch (HRB); Liaison with Public Service Commission (PSC); Micro-Computers – user applications; Official Languages Information System (OLIS) – development, input forms, population,; OLIS II; Reports – information and statistical output (OLIS); Special Reports (AD HOC) – DLO reports, MIFL reports.
Program Record Number: PSHRMAC OLB 047

Official Languages Training (Prior to 2001)
Description: Information on language training in the Public Service and the programs undertaken to help public servants acquire second language skills.
Topics: Training; Language – accreditation, Advanced Language Training Program (ALTP), departmental programs, exemptions from the parameters, extensions and deferments, review, testing, staff development.
Program Record Number: PSHRMAC OLB 260

Research, Strategic Planning and Policy Development
Description: Develops policies and directives regarding communications and services to the public, language of work, and participation. Provides policy interpretation and guidance.
Topics: Staffing of bilingual positions; Language training; Language requirements of management group,Official Languages Policy Framework, Policy on Language of Work, Policy on Official Languages for Human Resources Management, Directive on the Linguistic Identification of Positions or Functions, Directive on the Staffing of Bilingual Positions, Directive on Language Training and Learning Retention, Policy on Alternative Service Delivery – Annex C, Bilingualism Bonus Directive, Producing Texts in Both Official Languages, Active Offer, Communications with the Public, Events of National or International Scope for the General Public, Grants and Contributions, Use of Media, Using the Official Languages on Electronic Networks, Legislation, Policies and Directives; Cases in litigation – Contravention act, devinat, lavigne, montfort, Directives – bilingual bonus, language training and learning retention, use of official languages in electronic communications, sites; Legal opinions (legal services) and interpretation; Legislation – official languages act ; official languages regulations, acts and regulation on employment in the public service, exclusion order, financial administration act; Policy alternative service delivery, official languages for human resource management, service and communication to the public, language of work, grants and contributions, phase II of the policy review project; Strategic planning – census 2001, memorandum to cabinet on an exemplary public service (dion plan), perception and attitude study, public service employee survey, phase II of the policy review project, study on official languages and visible minority in the public service of Canada, study on training and language evaluation.
Program Record Number: PSHRMAC OLB 005

Policy Coordination Directorate
Description: Information on key management committees.
Topics: Briefing notes, correspondence.
Program Record Number: PSHRMAC PCCS 002

Access to Information and Privacy (ATIP) Unit
Description: Information on the administration of the Access to Information and Privacy legislation within the Public Service Human Resources Management Agency of Canada (PSHRMAC).
Topics: General information on Access to

Information and Privacy; Access to Information; A ATI requests; AC ATI consultation, AI ATI informal request; DC departmental complaint; IC internal consultation; Privacy; P privacy requests; PC privacy consultation. Access to information requests, consultations, informal requests, departmental complaints, internal consultation, Privacy requests, consultations, informal, corrections. Policies and procedures governing access to and release of information, and the application of exemptions; investigation of complaints by the Information and Privacy Commissioners of Canada; statistics and activity reports; Access to Information and Privacy information bank files; updates to Info Source; and liaison with other government departments. Access to Information and Privacy – general and request files.
Program Record Number: PSHRMAC PCCS 005

Strategic Management and Planning
Description: Information relating to financial services, administation services, ministerial correspondance and access to information and privacy.
Topics: General information relating to Strategic Management and Planning; Briefing note, submissions, Annual Reference Level Updates (ARLU), Main Estimates, Supplementary Estimates, Business plans, operational plans, Report on Plans and Priorities (RPP) and Departmental Performance Report (DPR).
Program Record Number: PSHRMAC SMPD 001

The Leadership Network
Description: Information relating to the creation, action plan and strategic planning of The Leadership Network, reports and information on management committee.
Topics: General information relating to The Leadership Network; Managers project; La Relève Action Fund Support; Career assignment program (CAP); Management trainee program (MTP); Provincial and International Delegations; Policy research development program (PRDP); Competencies Project; Co-operation and Liaison with Outside Organizations; The Leadership Network Communications, Annual Report to the Prime Minister; BTV-Business Television; Publications; CD-Rom; Videos; Speeches and Addresses; TLN/La Relève Task Force "Decks".
Program Record Number: PSHRMAC TLN 040

ADM Collective Management
Description: Information relating to the administration of the ADM Collective

Management System.
Topics: ADM Collective Management; ADM and successful PQP personal files.
Program Record Number: PSHRMAC TLN 015

Assistant Deputy Minister (ADM) Resourcing
Description: General information relating to the administration of ADM resourcing such as, ADM resourcing procedures, DECKS, briefing notes, detailing procedures, policies, correspondence, reports, names of departments, position title, name of incumbents.
Topics: ADM Resourcing – Closed Competition; Deployment from Pool; EX-04 to EX-05 Promotion Process – Applicants; Inventory of unsolicited applications for external recruitment of ADM's; Open Competition; Without Competition; DM Visits.
Program Record Number: PSHRMAC TLN 010

Development Programs
Description: Information relating to the management and administration of the Corporate Development Programs, candidates and participants.
Topics: General information relating to Development Programs; Accelerated Executive Development Program (AEXDP) / ADM Pre-qualified pool – selection, annual assessment and program completion, applicants and participants, developmental assignments, la relève. Accelerated economist training program (AETP) – Traning files; Interchange Canada program (ICP) – candidate files; Management trainee program (MTP) – graduate & withdrawn, not retained, participants. Career Assignment program (CAP) – aboriginal, diversity in leadership program (DILP), information technology, language training, marketing, operations, participants and candidates, persons with disability (PWD), pilot project financial administration (FI) – candidates & participants, pre-qualified EX-01 ready process, projects, promotion, selection, transition / alignment, visible minority.
Program Record Number: PSHRMAC TLN 021

Executive Management
Description: Information on organizational issues of concern to the Treasury Board and the Human Resource Management of Executive Group, Organization and Classification and the Target Executive Count control program. Interdepartmental Committee for EX Group, Performance Management Pay Plan for Executive Group, Advisory Committee on Senior Level Retention & Compensation.
Topics: EX benchmarks; Executive group – classification – categories and groups,

position files (EXHRBSM), employee benefits statements, executive employment transition (EET) HRB work force adjustment (WFA), voluntary early retirement incentive program; EX position evaluation plan modernization project; Organization; Departments and agencies; Pay – Executive group – compensation comparisons, executive compensation, salary administration; Governor in Council; Pay for time not worked; Pay plans – Special Assignment Pay Plan (SAPP); Premium pay for duties performed – acting pay; Management category and equivalents – executive and senior management groups complement; Temporary assignment pool (TAP); Senior Level Retention and Compensation (SLRC) – Committees, Compensation, Human resource issues, La Relève, Outside organizations or employers – provincial governments, Studies and surveys.
Program Record Number: PSHRMAC TLN 400

Federal Public Sector Youth Internship Program (As of April 1, 2005, this is part of Youth Employment Strategy at HRSDC)
Description: Managed by the Public Service Human Resources Management Agency of Canada and delivered in partnership with the YMCA, the Federal Public Sector Youth Internship Program places interns in host federal government organizations for 9 month terms. Its main objective is to enable unemployed or under-employed young Canadians between the ages of 15 and 30 to acquire the experience and skills they need to enter and fully participate in the labour market. The Federal Public Sector Youth Internship Program has allowed the creation of 9,000 internship opportunities for youth since its inception in 1997.
Topics: Federal Public Sector Youth Internship Program.
Program Record Number: PSHRMAC TLN 140

Government Wide Recruitment and Development Programs
Description: Information relating to the Government Wide Recruitment and Development Programs.
Topics: Information on Cognitive Learning; Mentoring; PQP; Ex Performance Management Program (PMP); Ex Skills and Competencies.
Program Record Number: PSHRMAC TLN 020

Partnerships
Description: Information relating to partnerships between The Leadership Network and outside organizations concerning public service renewal.

May contain agreements with learning centres, universities and research organizations.
Topics: Partnerships.
Program Record Number: PSHRMAC TLN 030

Technology and Innovation
Description: Events; Fact Sheets; Reports of Technology and Innovation; The Leadership Network Web Site.
Topics: Information relating to the administration of Technology and Innovation; Events; Reports of technology and innovations; Web site.
Program Record Number: PSHRMAC TLN 045

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Central Personal Information Banks

Management Trainee Program (MTP): Inventory of Applicants and Participants
Description: The objective of the Management Trainee Program (MTP) is to recruit and develop highly qualified individuals for key positions of responsibility in the federal Public Service of Canada. The personal information collected includes the individual's full name; home address and telephone number; work address and telephone number; citizenship, date of birth, test scores, assignment evaluations, highest level of education attained, transcripts of marks, performance evaluations, bilingual capacity and employment equity status.
Class of Individuals: Current and former applicants and participants of the MTP, both public servants and non-public servants.
Purpose: This information is used to manage the MTP program, and it is used to track candidates' progress within the Public Service. The MTP includes current and historical information so that it can be used to prepare future recruitment campaigns and to produce statistical reports.
Consistent Uses: To refer candidates to departmental Senior Managers for future employment opportunities. An electronic mailing list is maintained for the MTP community and is used only to send information to participants.
Retention and Disposal Standards: This information is scheduled to be retained for two years and then destroyed, once a Records Disposition Authority has been established.
RDA Number: To be determined
Related PR#: PSHRMAC TLN 021
TBS Registration: 006439
Bank Number: PSHRMAC PCU 768

Particular Personal Information Banks

Career Assignment Program (CAP): Inventory of Candidates and Participants
Description: This bank may contain basic personal information, Executive Simulations for CAP forms, curriculum vitae, career plans, appraisal information, assessment results, overall integration results including reference checks, course participation, and general correspondence related to CAP nominees and participants. This bank may also include information retained for a previous program: Special Development Program.
Class of Individuals: Non-public servants and public servants who have been nominated and/or have participated in CAP.
Purpose: This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to initial and final nominations to CAP. This bank also exists to maintain an historical record of all persons who have participated in CAP.
Consistent Uses: This bank is used to record and provide information on CAP candidates to the assessment and selection phase for statistical, administrative and counseling purposes.
Retention and Disposal Standards: Records are retained in hard copy for three (3) years for employees who do not proceed beyond the selection phase, and for five (5) years after termination of CAP participation, after which they are destroyed. Selected information on all candidates is computerized and retained for statistical purposes for twenty (20) years and then transferred to Library and Archives Canada.
RDA Number: 2001/025
Related PR#: PSHRMAC TLN 040
TBS Registration: 001703
Bank Number: PSHRMAC PPU 060

Interchange Canada: Inventory of Applicants and Participants
Description: This bank may contain curriculum vitae, records of instances of consideration, notations of referrals, performance review and employee appraisals, agreements, job descriptions, interview notes and correspondence related to the program. Some information exists in computerized form.
Class of Individuals: Non-public servants and public servants applying for positions in Interchange Canada, or who are currently on, or have completed, an assignment.
Purpose: This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act, to provide an inventory of persons seeking Interchange Canada assignments and to maintain historical records of all persons who have participated in Interchange Canada.
Consistent Uses: This bank is used for the general management of the assignments. This bank interfaces with the Inventory Management system.
Retention and Disposal Standards: Records of applicants are retained for two (2) years after

candidate is declared inactive, then destroyed. Records of public servants participants are retained for two (2) years after termination of participation and destroyed. Records of non-public servants are retained for five (5) years after termination of participation and destroyed.
RDA Number: 2001/025
Related PR#: PSHRMAC TLN 030
TBS Registration: 001895
Bank Number: PSHRMAC PPU 069

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

*Hospitality

Personnel Security Screening

*Relocation

*Travel

*Work carried out by FIN/TB Corporate Services Branch (CSB) for PSHRMAC pursuant to a shared services agreement.

Classes of Personal Information

Ministerial Correspondence and Enquiries

This class of information contains correspondence received by the Agency from external organizations or individuals in the form of requests for information, complaints, opinions and other similar submissions.

This information exists in a fragmented form throughout the subject files controlled by the Agency and is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Manuals

- Personnel Management Manual (PMM) 1982-1990 (28 Volumes)

- Treasury Board Manual (TBM) 1990-1997 (25 Volumes)

Additional Information

Reading Room

The departmental Library has been designated as a reading room in accordance with the Access to Information Act. The address is:

L'Esplanade Laurier, East Tower
140 O'Connor Street, 11th Floor
Ottawa, Ontario K1A 0R5

Telephone: 613-995-5877

Public Service Integrity Office

Chapter 137

The annual update for this institution was not received for inclusion in the 2006-2007 version of this Info Source publication. The following is from the 2005-2006 version of Info Source.

General Information

Background

On November 30, 2001, the Public Service Integrity Office was established by the Treasury Board Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace. The Office mandate is to act as a neutral entity on matters of internal disclosure of wrongdoing. In particular, the office assists employees who: believe that their issue cannot be disclosed within their own department; or raised their disclosure issue(s) in good faith through the departmental mechanisms but believe that the disclosure was not appropriately addressed.

Wrongdoing is defined as an act or omission concerning: a violation of any law or regulation; or a breach of the Values and Ethics Code of the Public Service; or misuse of public funds or assets; or gross mismanagement; or a substantial and specific danger to the life, health and safety of Canadians or the environment.

The President of the Treasury Board, under section 73 of the Access to Information Act and section 73 of the Privacy Act, has delegated the authority, in respect of records maintained by the Office, to the Public Service Integrity Officer. Therefore, requests for records are processed independently of the Treasury Board Secretariat Access to Information and Privacy Office.

Responsibilities

The Public Service Integrity Office provides public service employees with an independent and neutral, external review of disclosures of wrongdoing in the workplace. In addition to investigating matters in an equitable, timely and confidential manner the Office ensures that an employee who makes a good-faith disclosure is protected from job reprisal. The Public Service Integrity Office gives a high priority to confidentiality and will protect information to the extent possible. However, the Public Service

Integrity Office is subject to the provisions of the Privacy Act and the Access to Information Act. Please consult with the Public Service Integrity Office for more information.

The responsibilities of the Office are: to provide advice to employees who are considering making a disclosure; to receive, record and review the disclosures of wrongdoing received from departmental employees; to establish if there are sufficient grounds for further action and review; to initiate an investigation when required, to review the results of investigations and to prepare reports, and to make recommendations to deputy heads on how to address or correct issues related to the alleged wrongdoing; in some special circumstances or in cases when the departmental responses are not adequate or timely, to make a report of findings to the Clerk of the Privy Council in his role as head of the Public Service; to protect from reprisal employees who disclose in good faith information concerning wrongdoing; and those having made a good faith disclosure in the course of a parliamentory proceeding or inquiry under the Inquiries Act related to the 2003 report of the Auditor General; to monitor the type and disposition of cases brought to the attention of the Public Service Integrity Officer; to prepare an Annual report on its activities for tabling in Parliament.

Treasury Board Policy

The Treasury Board Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace created the position of Public Service Integrity Officer and defined the role and mandate of the supporting office.

Legislation

The Public Service Integrity Office was established under a Treasury Board Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace The policy stems from the Treasury Board authority to manage the Public Service pursuant to the Financial Administration Act and its authority as the employer of the Public Service under the Public Service Staff Relations Act.

Organization

The Public Service Integrity Officer

Appointed by the Governor in Council, the Public Service Integrity Officer acts under the authority conferred to the position by Treasury Board Policy. The Public Service Integrity Office is independent and operates at arms length with respect to the conduct of its activities. The Annual Report prepared by the Public Service Integrity Officer is tabled in Parliament by the President of the Privy Council.

The Office is composed of an Executive Director, Senior Investigators, Legal Counsel and administrative staff. Senior investigators are responsible for reviewing and conducting investigations of alleged wrongdoing and complaints of reprisal. Investigations may result in recommendations made to deputy heads for corrective actions when wrongdoing is established.

Information Holdings

Program Records

Operations
Description: Operational Information of the Public Service Integrity Office includes records on the development of the Public Service Integrity Office's mandate, studies, research, policy and procedures in carrying out the mandate that are not included in Standard Program Records. This bank may also include information related to the Public Service Integrity Office Web Site and Mail. As well certain documents may be located in the Treasury Board of Canada Secretariat Standard Program Records.
Topics: Statistics and activities records, communications, publications.
Access: This information is accessible by subject matter.
Program Record Number: PSIO 001

Preliminary Inquiries and Investigation case files
Description: Case files containing information concerning all complaints made under the Treasury Board Policy on Internal Disclosure of Information Concerning Wrongdoing in the Workplace. It contains administrative files and procedures regarding any aspect of the work done by the PSIO whether during an investigation or at the preliminary review stage. It may include all documents necessary for the conduct of the

PSIO's mandate and among others any document on which the PSIO based its findings, made its recommendations or negotiated a remedy where applicable. It may also contain information concerning judicial review of the PSIO's findings for those cases which have been the object of such review by the Federal Court.
Topics: Policy, procedures, research documents, evidence, exhibits, arguments, notes of telephone conversations or meetings and information on resolution of complaints where applicable.
Access: By Records number or name of the complainant and/or institution concerned.
Program Record Number: PSIO 003

Access to Information and Privacy Acts Requests
Description: Includes material related to the administration of and internal procedures for the processing of formal and informal requests, in accordance with the Access to Information Act and/or Privacy Act. These records may contain the requests made by individuals to obtain access to information under the control of the PSIO in accordance with the Access to Information Act and/or the Privacy Act and related replies. These records may include requests for correction of personal information.
Topics: These records may include material related to PSIO and Treasury Board Secretariat policies and procedures concerning the administration of the Acts; material related to reports to Parliament on the administration of the Acts; internal activity reports; InfoSource updates, conference material; committee information; copies of relevant legislation, as well as information related to the interpretation and application of these laws and policies.
Program Record Number: PSIO 002

Legal Matters
Description: This holding contains legal opinions on pertinent policies, regulations and legislations that may have an impact on the work of the Public Service Integrity Office. It also contains information on legal proceedings in which the Public Service Integrity Office may be involved.
Topics: The Bank may include pleadings, briefs, appeal files, transcripts and statements of evidence, opinions and related correspondence. The greater part of the information contained in the litigation files are obtained from the relevant court registry files.
Access: The information is accessible by the investigation file number assigned to the case or court file or by subject if not related to an

investigation or court file.
Program Record Number: PSIO 004

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Acts and Legislation

Administration

Administration and Management Services

Budgets

Employment and Staffing

Equipment and Supplies

Furniture and Furnishings

Hospitality

Office Appliances

Official Languages

Proactive Disclosure

Procurement

Relocation

Training and Development

Travel

Particular Personal Information Banks

Access to Information and Privacy (ATIP)
Description: This bank contains requests to obtain access to departmental records under the Access to Information Act and the Privacy Act, the replies to such requests, and information related to their processing. It also contains requests for correction of personal information; informal requests; records related to complaints, investigations requests for judicial review and consultations received from other institutions. Personal information may include the name of the requester, address, telephone and facsimile numbers, correspondence and other processing information related to the request, as well as personal information contained in departmental records that are relevant to the request.
Note: The personal information contained in departmental records relevant to the request is not used for administrative purposes.
Class of Individuals: Individuals who exercised their rights under the Access to Information Act and/or the Privacy Act; individuals who made informal requests to obtain information under the control of the institution.

Purpose: The information in this bank is used to administer the Access to Information Act and the Privacy Act. The Bank is used to process and respond to formal and informal requests, during consultations with other government institutions, during investigations by the Offices of the Information Commissioner and of the Privacy Commissioner, and during court reviews. It is also used to report to Parliament on the administration of the Acts.
Consistent Uses: The bank is used to provide reports on ATIP activities to the Public Service Integrity Office and to the Treasury Board Secretariat. The information may be used for research, planning, audit and evaluation purposes.
Retention and Disposal Standards: Files are retained for two years after the last administrative action and then destroyed.
RDA Number: 98/001
Related PR#: PSIO 002
TBS Registration: 005474
Bank Number: PSIO PPU 010

Disclosure of Wrongdoing in the Workplace and Complaint about Job reprisal
Description: Records in this bank consist of information received from employees of the Public Service alleging that wrongdoing has been or is being committed in the workplace and/or information concerning job reprisal complaints. Personal information may be found in the letter alleging that a person has committed a wrongdoing or an act of reprisal. This bank may include information such as the date and nature of the wrongdoing or reprisal act, records of interviews, investigations reports, analyses of events, records of decision taken, correspondence or any document received or generated during the initial review or the investigation itself. It may also contain information collected from government or non-government sources in the process of the case review or the investigation.
Class of Individuals: This bank applies to employees of the Public Service listed in Part I, Schedule I, of the Public Service Staff Relations Act, witnesses and other parties to the allegation.
Purpose: The information is used to deal with allegations made under the Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace or complaints of job reprisal. It is used to assess the nature of the alleged wrongdoing or the complaint of reprisal, initiate investigations if needed, review evidence and produce findings and recommendations. It is also used to report to Parliament.

Consistent Uses: Information is used for research and statistical purposes to identify and substantiate behavioural and systemic problems, to detect trends, and contribute to recommendations leading to improvements in the welfare and governance of the federal government of Canada. The process of confidentiality is subject to the Privacy Act. Personal information received by the Public Service Integrity Office may be disclosed during an investigation if required or to resolve the matter (e.g. complaint of reprisal). In some cases, the Public Service Integrity Office may determine that other avenues may be more appropriate to address the matter. The Office may report it to authorities having the powers to investigate under federal, provincial and municipal statutes. When dealing with an issue of a systemic nature, no personal information will be communicated to the institution concerned.

Retention and Disposal Standards: The Office is currently developing a retention schedule.

RDA Number: To be determined.

Related PR#: PSIO 003

TBS Registration: 005473

Bank Number: PSIO PPU 015

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Relocation

Travel

Classes of Personal Information

The Public Service Integrity Office receives anonymous complaints or correspondence on the issue of disclosure of wrongdoing and job reprisal which may not trigger an investigation or a correspondence but can be used for statistical or trend analysis purposes. This information can be retrieved by name of institution to which the information relates or by a combination of both the name of the institution concerned and date of receipt of the correspondence by the Office or by the subject matter.

Manuals

The Public Service Integrity Office uses the same administrative and procedural manuals as the Treasury Board Secretariat.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Public Service Integrity Office may be directed to:

The Public Service Integrity Office
60 Queen Street, Suite 605
Ottawa, Ontario K1P 5Y7

Telephone: 613-941-6400
Toll-Free: 1-866-941-6400
Facsimile: 613-941-6535
Internet: www.integritas.gc.ca

Reading Room

A meeting room has been designated within the office. The address is:

60 Queen Street, Suite 605
Ottawa, Ontario K1P 5Y7

Public Service Labour Relations Board

Chapter 138

General Information

Background

The Public Service Modernisation Act (PSMA) established the Public Service Labour Relations Act (PSLRA), which came into effect on April 1st, 2005. The PSLRA established the Public Service Labour Relations Board (PSLRB), building on the previous Public Service Staff Relations Board (PSSRB), an institution that was established in 1967 with the inception of collective bargaining in the Public Service of Canada and ceased to exist with the coming into force of the PSLRA.

Responsibilities

The Board administers the collective bargaining and grievance adjudication systems in the federal Public and Parliamentary Service. Board members administer the legislation by holding grievance adjudication and complaint hearings throughout Canada. The Board also provides mediation and conflict resolution services to help parties resolve differences without resorting to a formal hearing. As part of its new mandate, the Board is establishing a compensation research and analysis function. More specifically, proceedings before the Board include grievance adjudication, arbitration, conciliation through Public Interest Commissions, mediation, compensation research and analysis, applications for certification, revocation of certification, displacement, complaints of unfair labour practices, identification of positions whose duties are of a managerial and confidential nature, essential services agreements, determination of successor rights, enforcement of obligations of employer and employee organization, and complaints of disciplinary actions or discrimination that resulted from federal employees having exercised their rights relating to workplace health and safety under Part II of the Canada Labour Code.

Legislation

- Public Service Labour Relations Act, S.C. 2003, c. 22, s. 2

- Public Service Labour Relations Board Regulations, SOR/2005-79

- Public Service Staff Relations Act, R.S.C., 1985, c. P-35

- P.S.S.R.B. Regulations and Rules of Procedure, 1993, SOR/93-348

- Parliamentary Employment and Staff Relations Act (P.E.S.R.A.), R.S.C., 1985, c. 33 (2nd Supp.)

- P.E.S.R.A. Regulations and Rules of Procedures, SOR/86-1140

- Part II – Canada Labour Code, R.S.C. 1985, c. L-2 (certain provisions only)

Organization

Pursuant to the Public Service Labour Relations Act, S.C. 2003, c. 22, s. 2, the Board is composed of "a Chairperson, up to three Vice-Chairpersons and any other members that the Governor in Council may appoint." The Chairperson and the Vice-Chairpersons are each full-time members and the other members may be appointed as full-time or part-time members. A member may be appointed for a term of office that is not more than five years. Part-time members are appointed primarily for the purpose of adjudicating grievances.

Executive Director of the Board

The Executive Director of the Board is, subject to the direction of the Chairperson, responsible for the supervision and direction of the work and staff of the Board. The following services report to the Executive Director of the Board: Compensation Research and Analysis, Corporate Services, Dispute Resolution Services, Finance Services, Legal Services, and Registry Operations and Policy.

The Compensation Research and Analysis unit collects, compiles and analyzes market-based compensation data. Its findings are disseminated or made available to parties to the collective bargaining process, other public institutions, the private sector, and the general public.

Corporate Services is responsible for the corporate functions of Information Technology, Material Management, Information Management, Library Services, Communication Services and Human Resource Management as well as the provision

of administrative support and advice in strategic planning and reporting.

Dispute Resolution Services are available to the parties in all areas of the Board's jurisdiction, with the exception of compensation research and analysis. The Board assists parties in their collective bargaining efforts through its conciliation (through Public Interest Commissions) and arbitration services. In addition, the Board, through its mediation program, allows parties to resolve workplace disputes with the assistance of an impartial third party. The Board also provides training at the national level on interest-based negotiations and mediation geared specifically to labour relations in the federal public service.

Finance Services is responsible for providing strategic advice and support to senior management on financial management matters including business and financial planning, policy interpretation and cost accounting. It also develops and implements financial policies and procedures, manages the accounting operations and is responsible for ensuring the integrity of the Board's financial systems.

Legal Services provides the Chairperson, members and officers with legal advice and counsel on matters relating to the operations of the Board. It also represents the interests of the Board in judicial review proceedings before the Federal Court of Canada.

Registry Operations and Policy consists of case management services which are responsible for the management and control of all proceedings before the Board.

Information Holdings

Program Records

Applications for Declaration of Strikes as Lawful or Unlawful
Description: Information on applications by either employers or bargaining agents for a declaration by the Board on the legality of strikes.
Topics: Applications for a declaration of a strike as lawful or unlawful.
Access: Files arranged by case file.
Format: Paper copy, microfiche.
Program Record Number: RLT ROP 100

Applications for Declaration that conduct is unlawful
Description: Information on applications for a declaration that the conduct giving rise to a contravention of subsections 194(1) or (2) or 197(3) or (4) or sections 195 or 196 of the Public Service Labour Relations Act, S.C. 2003, c. 22, s. 2, is unlawful
Topics: Applications for a declaration that conduct is unlawful.
Access: Files arranged by case file.
Format: Paper copy.
Program Record Number: RLT ROP 592

Applications for Extension of Time
Description: Applications for a time extension for the performance of an action, serving of a notice, filing of a document or initiation of proceedings when the prescribed time for each of these activities has expired.
Topics: Applications for extension of time prescribed in the P.S.S.R.B. Regulations and Rules of Procedure, 1993, SOR/93-348.
Access: Files arranged by case file.
Format: Paper copy, microfiche.
Program Record Number: RLT ROP 110

Applications for Extension of Time in respect of grievances
Description: Information on applications for a time extension for the performance of an action, serving of a notice, filing of a document or initiation of proceedings in respect of grievances when the prescribed time for each of these activities has expired.
Topics: Applications for extension of time prescribed in the Public Service Labour Relations Board Regulations, SOR/2005-79 in respect of grievances.
Access: Files arranged by case file.
Format: Paper copy.
Program Record Number: RLT ROP 568

Applications for Extension of Time in respect of labour relations
Description: Information on applications for a time extension for the performance of an action, serving of a notice, filing of a document or initiation of proceedings in respect of labour relations matters when the prescribed time for each of these activities has expired.
Topics: Applications for extension of time prescribed in the Board's regulations in respect of labour relations matters.
Access: Files arranged by case file.

Format: Paper copy.
Program Record Number: RLT ROP 549

Applications for Extension of Time to Implement Arbitral Awards

Description: Information on application from either party for extension of time to implement the provisions of arbitral awards if unable to do so within the required 90 days.
Topics: Applications for extension of time to implement arbitral awards.
Access: Files arranged by case file.
Format: Paper copy, microfiche.
Program Record Number: RLT ROP 090

Applications for Extension of Time to Implement Provisions of Collective Agreements

Description: Information on application by either party for extension of time to implement the provisions of a collective agreement if unable to do so within the period agreed upon, or 90 days.
Topics: Applications for extension of time to implement provisions of collective agreements.
Access: Files arranged by case file.
Format: Paper copy, microfiche.
Program Record Number: RLT ROP 551

Applications to Determine a New Occupational Group

Description: Applications to determine an occupational category of employees other than those identified in section 2 of the Public Service Staff Relations Act, R.S.C., 1985, c. P-35.
Topics: Applications to determine a new occupational category.
Access: Files arranged by case file.
Format: Microfiche only.
Program Record Number: RLT ROP 120

Appointment of a Mediator

Description: Information on the appointment by the chairperson of a mediator to attempt to resolve differences between the employer and a bargaining agent.
Topics: Terms or conditions of employment under negotiation for a collective agreement.
Access: Files arranged by case file.
Format: Paper copy.
Program Record Number: RLT ROP 135

Appointment of Arbitrators and Adjudicators

Description: Information on the appointment of arbitrators and adjudicators appointed to resolve negotiation impasses and grievances.
Topics: Résumés; Order-in-Council appointment documents.
Access: Files arranged by surname.

Format: Paper copy.
Program Record Number: RLT ROP 510

Approval of Grievances Forms

Description: Approvals for employers' grievance forms to be made available to their employees.
Topics: Approval of an employer's grievance presentation form.
Access: Files arranged by case file.
Format: Paper copy, microfiche.
Program Record Number: RLT ROP 562

Bargaining Agents – Certification of

Description: Applications from employee organizations seeking certification as bargaining agents for groups of employees considered to be units of employees appropriate for collective bargaining.
Topics: Applications for certification, constitutions and by-laws.
Access: Files arranged by case file.
Format: Paper copy, microfiche.
Program Record Number: RLT ROP 542

Bargaining Agents – Revocation of Certification of

Description: Information on revocation of certification. Any person claiming to represent a majority of employees in a bargaining unit may apply to the Board for a declaration that the certified bargaining agent no longer represents a majority of the employees. Applications for revocation of certification may also be brought on grounds of abandonment, fraud or other causes.
Topics: Applications for revocation of certification.
Access: Files arranged by case file.
Format: Paper copy, microfiche.
Program Record Number: RLT ROP 550

Canada Labour Code – Complaints (Part II – Section 133)

Description: Complaints from employees against employers for allegedly taking action against them because they exercised their rights under Part II of the Canada Labour Code.
Topics: Complaints from employees; determination of the Board on the merits of the complaints.
Access: Files arranged by case files.
Format: Paper copy.
Program Record Number: RLT ROP 560

Canada Labour Code – Decisions of Safety Officers (Part II)

Description: Referrals to the Board of decisions of Safety Officers concerning the refusal of an employee to work because of an alleged danger.
Topics: Decisions of Safety Officers; determination of the Board as to the circumstances of the Safety

Officer's decisions and reasons therefor. Effective September 30th, 2000, the Public Service Staff Relations Board is no longer responsible for the administration of certain provisions of Part II of the Canada Labour Code. Labour Canada under Human Resources Development Canada is responsible for this section of the Public Service Staff Relations Act, R.S.C., 1985, c. P-35.
Access: Files arranged by case files.
Format: Paper copy.
Program Record Number: RLT ROP 145

Complaint/Grievance Mediation

Description: Information on the status of Mediation for resolving a dispute (Complaint/ Grievance) between an employer and an employee or an employer and a bargaining agent.
Topics: Terms and conditions of employment under collective agreements/discipline/ harassment/ complaints alleging unfair labour practices.
Access: Files arranged by case file.
Format: Paper copy.
Program Record Number: RLT ROP 579

Complaints of Unfair Labour Practices

Description: Information on complaints alleging unfair labour practices.
Topics: Contravention of the Public Service Staff Relations Act, R.S.C., 1985, c. P-35 or the P.S.S.R.B. Regulations and Rules of Procedure, 1993, SOR/93-348 failure to give effect to a provision of an arbitral award; failure to give effect to an adjudicator's decision, and effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, R.S.C., 1985, c. P-35 a breach of the duty of fair representation.
Access: Files arranged by case file.
Format: Paper copy, microfiche.
Program Record Number: RLT ROP 060

Complaints of Unfair Labour Practices

Description: Information on complaints alleging unfair labour practives.
Topics: Complaints that an employer has failed to comply with section 56 of the Public Service Labour Relations Act, 2003, c. 22, s. 2 (duty to observe terms and conditions), an employer or bargaining agent has failed to comply with section 106 of the Act (duty to bargain in good faith), an employer or bargaining agent or employee has failed to comply with section 107 of the Act (duty to observe terms and conditions) or 132 of the Act (duty to observe terms and conditions), an employer or bargaining agent or deputy head has failed to comply with subsection 110(3) of the

Act (duty to bargain in good faith), an employer or employee organization has failed to comply with section 117 of the Act (duty to implement provisions of the collective agreement) or 157 of the Act (duty to implement provisions of the arbitral award), or an employer or employee organization or person has committed an unfair labour practice within the meaning of section 185 of the Act.
Access: Files arranged by case file.
Format: Paper copy.
Program Record Number: RLT ROP 561

Consent to Prosecute

Description: Applications for consent to prosecute in the courts an alleged failure by any person to observe any prohibition contained in sections 8, 9 or 10, or an offence under section 105 of the Public Service Staff Relations Act, R.S.C., 1985, c. P-35.
Topics: Applications for consent to prosecute.
Access: Files arranged by case file.
Format: Paper copy, microfiche.
Program Record Number: RLT ROP 105

Consent to Prosecution

Description: Information on applications to obtain the consent of the Board to institute prosecution for an offence under sections 193 to 205 of the Public Service Labour Relations Act, 2003, c. 22, s. 2.
Topics: Applications for consent to prosecution.
Access: Files arranged by case file.
Format: Paper copy.
Program Record Number: RLT ROP 597

Designated Employees

Description: Rulings on the status of employees or classes of employees in a bargaining unit, whose duties at any particular time are necessary in the interest of the safety or security of the public.
Topics: Determinations by the Board on employees proposed for designation in the interest of the safety or security of the public. Records created after June 1, 1993, fall under the Designated Positions heading.
Access: Files arranged by case file.
Format: Paper copy, microfiche.
Program Record Number: RLT ROP 080

Designated Positions

Description: Rulings on the status of positions which are determined to be necessary in the interest of the safety or security of the public.
Topics: Determinations by the Board on positions proposed for designation in the interest of the safety or security of the public. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, R.S.C., 1985,

c. P-35 positions rather than employees are to be designated as necessary in the interest of the safety and security of the public.
Access: Files arranged by case file.
Format: Paper copy.
Program Record Number: RLT ROP 081

Determination of Rights of Bargaining Agents
Description: Information on the determination by the Board, after the revocation of certification of a bargaining agent, as to rights and duties of that bargaining agent or those of the new bargaining agent.
Topics: Applications for determination of rights of bargaining agents.
Access: Files arranged by case file.
Format: Paper copy, microfiche.
Program Record Number: RLT ROP 035

Determination of Status of Employees
Description: Determinations by the Board on the eligibility of any employee or class of employees to be included as a member of a bargaining unit.
Topics: Applications for determination of status of employees in bargaining units.
Access: Files arranged by case file.
Format: Paper copy, microfiche.
Program Record Number: RLT ROP 547

Essential Services Agreements
Description: Information on applications for determination of an unresolved matter that may be included in an essential services agreement. Information on applications to amend an essential services agreement. Information on applications to temporarily amend, or suspend, an essential services agreement because of an emergency. Information on applications for extension of a period referred to in sections 119 to 134 of the Public Service Labour Relations Act, 2003, c. 22, s. 2.
Topics: Essential services agreements.
Access: Files arranged by case file.
Format: Paper copy.
Program Record Number: RLT ROP 593

General Powers and Duties of the Board
Description: Information on the general powers and duties of the Board, including the issuing of orders requiring compliance with the Act, regulations or any decision on matters coming before the Board.
Topics: Applications to the Board for compliance orders under provisions of the Act which have no specific remedy prescribed.
Access: Files arranged by case file.

Format: Paper copy, microfiche.
Program Record Number: RLT ROP 548

Labour Relations
Description: Information of a general nature relating to labour relations not relating to another program record.
Topics: Labour relations.
Access: Files arranged by topic.
Format: Paper copy.
Program Record Number: RLT LRG 500

Managerial and Confidential Exclusions (Positions)
Description: Information on determinations by the Board of the status of positions proposed for exclusion by the employer on the grounds that they involve duties of a managerial or confidential nature.
Topics: Determinations by the Board on the status of positions proposed as managerial or confidential exclusions.
Access: Files arranged by case file.
Format: Paper copy.
Program Record Number: RLT ROP 543

Managerial and Confidential Exclusions (Positions) – Revocation
Description: Information on applications for revocation of an order that declared a position to be a managerial or confidential position.
Topics: Determinations by the Board on the status of positions that have been declared as managerial or confidential.
Access: Files arranged by case file.
Format: Paper copy.
Program Record Number: RLT ROP 575

Mediators, Experts and Advisors
Description: Information on hiring, on a temporary basis, the services of mediators and other experts or persons having technical or special knowledge to assist the Board.
Topics: Résumés; hiring documents.
Access: Files arranged by surname.
Format: Paper copy
Program Record Number: RLT DRS 587

Notice to bargain collectively
Description: Information on notices requiring the other party to commence bargaining collectively, with a view to entering into, renewing or revising a collective agreement.
Topics: Notices to bargain collectively.
Access: Files arranged by bargaining unit.
Format: Paper copy.
Program Record Number: RLT ROP 582

Objections to Managerial and Confidential Exclusions (Positions)

Description: Information on determinations by the Board after objections by the bargaining agents of the status of positions proposed for exclusion by the employer on the grounds that they involve duties of a managerial or confidential nature.

Topics: Determinations by the Board on the status of positions proposed as managerial or confidential exclusions. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, R.S.C., 1985, c. P-35, positions rather than employees are to be proposed for exclusions on the grounds of managerial or confidential capacity.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 076

Objections to Managerial and Confidential Exclusions (Employees)

Description: Information on determinations by the Board, after objections by the bargaining agents, of the status of employees proposed for exclusion from bargaining units by the employer on the grounds that they are employed in a managerial or confidential capacity.

Topics: Determinations by the Board on status of employees proposed as managerial or confidential exclusions. Records created after June 1, 1993 fall under the Objections to Managerial and Confidential Exclusions (Positions) heading.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 075

Policy Grievances

Description: Information on determinations by the Board, of references by employers or bargaining agents to enforce obligations alleged to arise out of collective agreements or arbitral awards.

Topics: References of grievances to Board by a bargaining agent or an employer.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 569

Presentation of Grievances and Referral to Adjudication

Description: Information on the presentation of certain grievances over a wide range of matters affecting terms and conditions of employment, except where there is an administrative procedure for redress provided for under an Act of Parliament.

Topics: References to Board for adjudication of grievances concerning: provisions of collective agreements or arbitral awards; disciplinary action resulting in discharge, suspension or a financial penalty and effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, R.S.C., 1985, c. P-35, termination of employment or demotion on grounds other than discipline.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: SRB OSR 065

Questions of Law or Jurisdiction

Description: Rulings on questions of law or jurisdiction arising in connection with a matter that has been referred to the arbitration tribunal or adjudicator.

Topics: Determination of questions of law or jurisdiction concerning a matter referred for arbitration or referred to adjudication.

Access: Files arranged by case file.

Format: Microfiche only.

Program Record Number: RLT ROP 125

Reference to Adjudication of individual grievances

Description: Information on the references to adjudication of an individual grievance that relates to the interpretation or application in respect of an employee of a provision of a collective agreement or arbitral award, a disciplinary action resulting in termination, demotion, suspension or financial penalty, non-disciplinary demotion or termination, or deployment (in some specific cases).

Topics: References to adjudication of individual grievances.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 566

Reference to Adjudication of group grievances

Description: Information on references to adjudication of a group grievance that relates to the interpretation or application, common in respect of employees in a single portion of the federal public administration and the same bargaining unit, of a provision of a collective agreement or arbitral award.

Topics: References to adjudication of group grievances.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 567

Requests for a Conciliator

Description: Written requests by employers or bargaining agents, during the collective bargaining process, for conciliators when the parties are unable to reach agreement on a term or condition

of employment which may be embodied in a collective agreement.
Topics: Terms or conditions of employment under negotiation for a collective agreement.
Access: Files arranged by case file.
Format: Paper copy.
Program Record Number: RLT ROP 130

Requests for the filing of a Board order in the Federal Court

Description: Information on requests for filing a certified copy of an order of the Board, exclusive of the reasons for the order, in the Federal Court.
Topics: Filing of a Board's order in Federal Court.
Access: Files arranged by case file.
Format: Paper copy.
Program Record Number: RLT ROP 521

Requests for a Fact Finder

Description: Written requests by employers or bargaining agents, during the collective bargaining process, for fact finders when the parties are unable to reach agreement on a term or condition of employment which may be embodied in a collective agreement.
Topics: Terms or conditions of employment under negotiation for a collective agreement.
Access: Files arranged by case file.
Format: Paper copy.
Program Record Number: RLT ROP 132

Requests for Arbitration

Description: Information on written requests for arbitration from either party after both have bargained in good faith but have been unable to reach agreement on any term or condition of employment, for employees in a bargaining unit whose bargaining agent has specified referral to arbitration as the method for resolving negotiation disputes.
Topics: Requests by bargaining agent or employer for arbitration of matters in dispute.
Access: Files arranged by case file.
Format: Paper copy, microfiche.
Program Record Number: RLT ROP 585

Requests for Review of Decisions

Description: Information on the review, revision, amendment, alteration or variation by the Board of any of its decisions or orders.
Topics: Requests for review of Board decisions.
Access: Files arranged by case file.
Format: Paper copy, microfiche.
Program Record Number: RLT ROP 525

Requests for the Appointment of a Conciliation Commissioner

Description: Information on the appointment of a conciliation commissioner for the investigation and conciliation of disputes. Available where the bargaining agent for the bargaining unit concerned has specified referral to conciliation as the method for resolving negotiation impasses, and the parties have bargained in good faith with a view to concluding a collective agreement, but have been unable to reach an agreement. Requests may be made by either party, with the agreement of the other party, by notice in writing to the Chairperson.
Topics: Requests for appointment of conciliation commissioners; terms and conditions of employment under negotiation for a collective agreement referred to the conciliation commissioner.
Access: Files arranged by case file.
Format: Paper copy.
Program Record Number: RLT DRS 165

Requests for the Establishment of a Conciliation Board

Description: Information on the establishment of a conciliation board for the investigation and conciliation of disputes. Available where a bargaining agent for the bargaining unit concerned has specified referral to conciliation as the method for resolving negotiation impasses, and the parties have bargained in good faith with a view to concluding a collective agreement, but have been unable to reach an agreement on any term or condition of employment. Requests may be made by either party, by notice in writing to the Chairperson.
Topics: Requests for establishment of conciliation boards; terms and conditions of employment under negotiation for a collective agreement referred to the conciliation board.
Access: Files arranged by case file.
Format: Paper copy, microfiche.
Program Record Number: RLT DRS 140

Requests for the Establishment of a public interest commission

Description: Information on the establishment of a public interest commission for the conciliation of disputes. Available where a bargaining agent for the bargaining unit concerned has specified referral to conciliation as the method for resolving negotiation impasses, and the parties have bargained in good faith with a view to concluding a collective agreement, but have been unable to reach an agreement on any term or condition of employment. Requests may be made by either party, by notice in writing to the Chairperson.

Topics: Requests for establishment of public interest commissions.
Access: Files arranged by case file.
Format: Paper copy.
Program Record Number: RLT ROP 590

Resolution of Disputes

Description: Information on the process specified by a bargaining agent for resolving a dispute when negotiating a collective agreement with the employer. The dispute could either be referred to arbitration or to conciliation. The process and any future alterations from one method to the other are recorded by the Board as part of the certification process.
Topics: Specification of process for resolution of disputes.
Access: Files arranged by case file.
Format: Paper copy, microfiche.
Program Record Number: RLT ROP 583

Strike vote

Description: Information on statements respecting a strike vote and applications for a declaration that a strike vote is invalid.
Topics: Statements respecting strike votes and determination of validity of such votes.
Access: Files arranged by bargaining unit.
Format: Paper copy.
Program Record Number: RLT ROP 584

Successor Rights

Description: Information on the determination of the Board, under section 48.1 of the Public Service Staff Relations Act, R.S.C., 1985, c. P-35, re: appropriateness of bargaining unit, the employee organization that is to be the bargaining agent, whether a collective agreement remains in force, etc., where a portion of the Public Service is deleted or severed from Part I of schedule 1 and added to Part II of that schedule. Information on the determination by the Board, under section 49, as to what rights, privileges, and duties, if any, have been acquired or are retained by an employee organization after a merger or amalgamation of employee organizations or a transfer of jurisdiction among employee organizations other than by revocation of certification.
Topics: Applications for determination of successor rights.
Access: Files arranged by case file.
Format: Paper copy, microfiche.
Program Record Number: RLT ROP 040

Successor Rights

Description: Information on applications for determination of what rights, privileges and duties of an employee organization have been acquired or are retained, in respect of a merger, amalgamation or transfer of jurisdiction among employee organizations. Information on applications for certification as the bargaining agent for employees bound by a collective agreement or arbitral award that is continued in force by section 81 of the Public Service Labour Relations Act, 2003, c.22, s. 2. Information on applications for determination, in respect of employees bound by a collective agreement or arbitral award that is continued in force by section 81 of the Public Service Labour Relations Act, as to whether the employees of a new separate agency constitute one or more units appropriate for collective bargaining, which employee organization is to be the bargaining agent for the employees in each such unit and the expiry date of each collective agreement or arbitral award. Information on applications for leave to give, in respect of employees bound by a collective agreement or arbitral award that remains in force by reason or an order made under paragraph 84(1)(c) of the Act, a notice to bargaining collectively under section 105 of the Act. Information on applications for leave to give, in respect to employees bound by a collective agreement or arbitral award that is continued in force by section 81 of the Act, a notice to bargaining collectively under section 105 of the Act.
Topics: Applications for determination of successor rights and obligations.
Access: Files arranged by case file.
Format: Paper copy.
Program Record Number: RLT ROP 536

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings

Buildings and Properties

Business Continuity Plans

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning (BCP)

Hospitality

Personnel Security Screening

Relocation

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information

Correspondence and Enquiries

This class of information contains correspondence received by the Public Service Staff Relations Board from external organizations or individuals in the form of requests for information, complaints, opinions and other similar submissions.

This information exists in a fragmented form throughout the subject files controlled by the Board and is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Manuals

• Operations Division – Operational Procedures

• Records Management Procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Access to Information and Privacy Coordinator
Public Service Labour Relations Board
240 Sparks Street
P.O. Box 1525, Station B
Ottawa, Ontario K1P 5V2

Telephone: 613-990-1757

Reading Room

The Board's Records Office has been designated under the Access to Information Act as a public reading room. The address of the Records Office is:

Public Service Labour Relations Board
240 Sparks Street, Room 696G
Ottawa, Ontario

Public Service Staffing Tribunal

Chapter 139

General Information

Background

The new Public Service Staffing Tribunal has been established through the new Public Service Employment Act to deal with complaints related to internal appointments and lay-offs.

Responsibilities

The role of the Tribunal is to provide employees and employers with a fair, efficient and independent resolution of employee complaints.

Legislation

• Public Service Employment Act

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Public Service Staffing Tribunal and its various programs and functions may be directed to:

Josée Dubois
Access to Information and Privacy Coordinator
C.D. Howe Building, West Tower
240 Sparks Street, 6th Floor
Ottawa, Ontario K1A 0A5

Telephone: 613-949-5511
Facsimile: 613-949-5514
Email: josee.dubois@psst-tdfp.gc.ca

Reading Room

In accordance with the Access to Information Act, the Public Service Staffing Tribunal has designated a reading room located at:

C.D. Howe Building, West Tower
240 Sparks Street, 6th Floor
Ottawa, Ontario K1A 0A5

Public Works and Government Services Canada

Chapter 140

General Information

Background

Public Works and Government Services Canada (PWGSC) was created in 1993 through the amalgamation of the former Government Telecommunications Agency (Communications Canada), Public Works Canada (PWC), Supply and Services Canada (SSC), and the Translation Bureau (Secretary of State of Canada).

Following the government's decision to review the way in which corporate communications will be delivered, on April 1, 2004, PWGSC assumed some of Communication Canada's functions.

Responsibilities

The Department of Public Works and Government Services is the major provider of central and common services to the Government of Canada. Its services and programs are delivered through offices across Canada, and in the United States and Europe.

Common services include the administration and management of payments in lieu of taxes, acquisition, management, operation, maintenance, design, construction, repair and disposal of federal real property, on a fee-for-service basis; the acquisition of goods and services for federal departments and agencies; disposal of surplus moveable Crown assets on behalf of departments and agencies; seized property management; advertising coordination; public opinion research coordination; information management / information technology infrastructure and common services; and the development and application of standards for federal government procurement. Special Operating Agencies within PWGSC also offer common services such as translation, interpretation, consulting and auditing, on an optional, fee-for-service basis.

The department also carries out certain administrative and management functions on behalf of the federal government. These include the Receiver General for Canada function; government wide central accounting and reporting; administration of the public service payroll and superannuation systems; and the provision of productive working environments for 187,000 federal employees in 2,500 locations across Canada. The department manages a diverse portfolio of office space and other general purpose property, as well as certain bridges, highways, locks, dams, and the Parliamentary Precinct. Use of these functions is normally mandatory for federal departments and agencies.

Legislation

- Anti-Personnel Mines Convention Implementation Act, S.C. 1997, c. 33 (for the application of articles 18 and 22 only)

- Bridges Act, R.S.C. 1985, c. B-8 (See also Table of Public Statutes, except Fort Falls Bridge Authority, Blue Water Bridge Authority & Buffalo and Fort Erie Public Bridge Company)

- Canadian Arsenals Limited Divestiture Authorization Act, S.C., 1986, c. 20

- Defence Production Act, R.S.C. 1985, c. D-1, as amended

- Department of Public Works and Government Services Act, S.C. 1996, c. 16

- Dry Docks Subsidies Act, R.S.C. 1985, c. D-4

- Expropriation Act, R.S.C. 1985, c. E-21

- Federal District Commission to have acquired certain lands, An Act to confirm the authority of the 1979, c.7.

- Garnishment, Attachment and Pension Diversion Act, R.S.C.1985, C. G-2 (NB. Certain provisions of Part II only.)

- Government Property Traffic Act, R.S.C. 1985, c. G-6

- Kingsmere Park Act, R.S.C. 1952, c.161

- National Flag of Canada Manufacturing Standards Act, R.S.C. 1985, c. N-9

- Ottawa River, an Act respecting certain works, S.C. 1870, c. 24

- Payments in Lieu of Taxes Act. S.C. 2000, c.8. to amend Municipal Grants Act, R.S.C. 1985, c. M-13

- Pension Benefits Division Act, S.C. 1992, c.46, Sch.II, Part Only – See SI/94-122

- Seized Property Management Act., R.S.C. 1993, c. 37

- Statutes Act, Publication of – R.S.C., 1985, c. S-21

- Surplus Crown Assets Act, R.S.C. 1985 c. S-27

- Translation Bureau Act, R.S.C. 1985, c. T-16

Organization

Accounting, Banking and Compensation Branch

The mission of the Accounting, Banking and Compensation Branch is: the fulfillment of Receiver General responsibilities, the administration of compensation services, and the provision of services and optional products in the area of finance. In fulfilling these roles, the Accounting, Banking and Compensation Branch is organized into the following areas of responsibility which are detailed below:

Banking and Cash Management Sector

Responsible for carrying out the public money and banking program activities mandated to the Receiver General by the Financial Administration Act. Banking and Cash Management functions include the administration and recording of inflows to and outflows from the Consolidated Revenue Fund, and the negotiation and tendering for banking services and facilities required by the government. Its activities include the issue of Receiver General payments, the management of the deposit of all money collected by the government, and placement of excess funds in interest earning accounts at Canadian financial institutions, and the settlement for redeemed government payment instruments (cheques, direct deposit payments, electronic payments, and Employment Insurance warrants). There is also an internal automated functional test, web development and office automation facility to support the Accounting Banking and Compensation Branch business operations.

Central Accounting and Reporting Sector

The Central Accounting and Reporting Sector, carries out its Receiver General government-wide central accounting and reporting responsibilities through the maintenance of the Accounts of Canada; the preparation of the Government's monthly financial statements and the production of the Annual Public Accounts. To carry out these responsibilities, the Sector operates and maintains the Central Financial Management Reporting System, the Receiver General General Ledger and the Payroll System General Ledger. The Sector also offers a common service to other government departments by operating and maintaining the Common Departmental Financial System.

Compensation Sector

Authority and responsibility for the pay and benefits function for federal public servants are shared by all Government departments and agencies. The Treasury Board manages the compensation function for employees who staff the Government's departments and many of its agencies; individual departments and agencies administer day-to-day pay and benefits operations; and Crown Corporations and other separate employers manage and administer compensation for their respective employees.

This sector is responsible for the administration of compensation systems and services such as the provision of pay, pensions, insurance, operational activities, training and advisory services on a government-wide basis through such products as Public Service Pay and Superannuation, RCMP Compensation, Canadian Forces Superannuation, Members of Parliament Retirement Allowances and Judges' Pensions. Delivery of these services is accomplished through a national network of 6 service offices which respond to approximately 150 departments and other federal organizations.

Acquisitions Branch

The Acquisitions Branch provides departments and agencies with expert assistance at each stage of the supply cycle and offers tools that simplify and accelerate the acquisition of goods and services. It ensures that the government exercises due diligence and maintains the integrity of the procurement process. The Acquisitions Branch provides customers with comprehensive services for acquiring complex and commercial goods and services. Purchases range from office supplies to military ships to security systems and everything in between. Acquisitions Branch assists with identifying requirements and will carry out all steps in the procurement quickly and easily. These include: identifying the goods or services to be purchased; selecting the most effective procurement approach; developing appropriate evaluation criteria; calling for, receiving and

evaluating bids; negotiating contracts; debriefing unsuccessful bidders; and administering contracts.

Acquisitions Branch also develops, implements and maintains policies, tool kits and standards; provides operational advice; and develops innovative electronic approaches. It also provides a broad range of training, seeks out innovative services and alternate forms of service delivery, and manages quality assurance, performance review and performance indicators. Branch national programs include the Canadian General Standards Board; traffic management; Crown Assets distribution; seized property management; forensic audit, accounting and cost price analysis; and advice on major and complex procurements or projects. A specific mandate of this Branch is to establish and expand partnership relationships with many other industry associations involved with government procurement.

Acquisitions Branch is divided into seven (7) sectors as follows:

Commercial Acquisition and Supply Management Sector (CASMS)

The Commercial Acquisitions and Supply Management Sector provides national leadership in the development and implementation of strategies and initiatives that meet the acquisition requirements and expectations of client departments, agencies and boards. The goods and services managed and acquired are diverse, complex and sophisticated, and these include the management of real property contracts for the design and construction of buildings, marine facilities, roads, bridges and public utilities; management and renewal of Alternate Form of Delivery contracted services for the management of real property assets; a portfolio of logistics, fuel, electrical and transportation products and services; commercial and consumer products and services such as furniture, clothing, food and pharmaceutical products. The sector is also responsible for providing leadership in the management and disposal of seized and government owned assets and specialized cost and forensic accounting services.

CASMS is composed of seven Directorates: Real Property Contracting (RPCD); Alternate Forms of Delivery (AFD); Logistics, Electrical, Fuel and Transportation (LEFTD); Commercial and Consumer Products (CCPD); Crown Assets Distribution (CAD); Seized Property Management

(SPMD) and Cost and Forensic Accounting (CFAD).

Land, Aerospace, Marine Systems and Major Projects Sector (LAMS)

The LAMS Sector is responsible for establishing and managing contracts to acquire a wide range of technically complex systems for the land, marine and aerospace environments including the acquisition of military and civilian aircraft and ships and related systems, equipment and spare parts; avionics systems including radar and sensors; underwater systems including trainers and simulators; land communications systems and security and information operation systems; and a wide range of technically complex armament systems such as wheeled and tracked armoured vehicles, large and small calibre weapons and ammunition. Also, LAMS acquires services such as equipment/systems engineering, repair and overhaul and maintenance services.

LAMS is composed of eight Directorates: Electronics, Munitions and Tactical Systems; Armoured Vehicles Projects; Aerospace Equipment Program; Marine Systems; Marine Aircraft; Fixed Wing Search, Rescue and Airlift; Joint Support Ship Project and the Maritime Helicopter Project.

LAMS is also responsible for the PWGSC European Office in Koblenz, Germany, and the PWGSC Washington, D.C. Office.

The Acquisition Renewal Sector (AR)

The AR Sector is responsible for leading the transformation and modernization of the Acquisitions Business line and providing advice and recommendations on an optimum value-for-money approach to meet the acquisition needs of PWGSC, the Government of Canada and Canadians and to save money. AR provides leadership in developing the strategic renewal vision for the Business Line, associated long-term planning and approaches, and communications plans to manage the relationships between Acquisitions Branch and its Stakeholders.

AR Sector is divided into eight Directorates: Electronic Acquisitions Business Directorate; Commodity Management Directorate; Communication Team Office; Consulting Services; Project Management Office; Spend Analysis; Standing Offer Management Office; and Value Management Office.

Risk, Integrity and Strategic Management (RISM) Sector

The RISM Sector provides strategic direction, advice and oversight to the Acquisitions Business Line. This includes developing strategic policies in support of the Government's trade obligations and socio-economic objectives; developing and maintaining a framework of acquisition policies, procedures and tools to foster the cost-effective and efficient delivery of acquisition services to government departments and agencies; coordinating branch input to departmental reports such as the Business Plan; providing Procurement Review Committee Secretariat services; advising, coordinating and acting as the branch focal point for handling ministerial correspondence; ensuring the integrity of the procurement process throught cost audits and contract quality control; delivering insurance advisory services; enhancing contract management; supporting the branch's operations and financial management; identifying, developing and monitoring national standards; and developing and implementing the branch human resource management strategy.

RISM Sector is divided into seven Directorates: Acquisition Program Integrity Secretariat; Acquisition Policy and Process Directorate; Acquisition Strategy and Relations Directorate; Business Management Directorate; Contract Management Directorate; Professional Development and Change Management Directorate; and the Canadian General Standards Board.

Services and Technology Acquisition Management Sector (STAMS)

The STAMS Sector manages contracting for professional, science technology and telecommunication goods and services, including contract administration and life cycle management of complex electronic infrastructure and systems procurement projects; specialized professional, and research and development services; telecommunications systems and services; software and shared systems procurement projects; and traffic management services on behalf of a wide range of federal government departments and agencies.

STAMS is composed of five Directorates: The Science and Professional Services Procurement Directorate; Informatics and Telecommunications Procurement Directorate; Software and Shared Systems Procurement Directorate; Special Procurement Initiatives Directorate; and the Traffic Management Directorate.

Other Commodities Sector (OCS)

Other Commodities Sector is responsible for the management of a program for the procurement of a comprehensive range of commodities to meet the requirements of a diverse range of customers, including: the establishment and life-cycle management of long-term major contracts to provide flying training, facilities maintenance and deployed forces support services for National Defence and NATO countries through the Alternate Service Delivery (ASD) mechanism; the acquisition of communications products and services to support PWGSC and other government departments and agencies; the acquisition of professional consulting, auditing, translation and interpretation services and goods to serve the needs of the Government Information Services/ Government Consulting Services Branch (formerly Consulting and Audit Canada) and the Translation Bureau; and the provision of expertise and services to support the requirements of the Real Property Branch in the operations and development of the Parliamentary Precinct's Business Components and Connectivity Program. The Sector is also accountable for the management of a major Project and Acquisitions Management Center of Expertise to support planning, development and implementation of all Major Crown Projects (MCPs) and all complex procurement projects managed as MCPs within the Acquisitions Branch.

OCS comprises: Major Project Services Directorate; Communication Procurement Directorate; Central Procurement Services Unit; and Contracting-Out Consulting Service.

Office of Small and Medium Enterprises Sector (OSMES)

The OSME Sector provides two types of support for those SMEs wishing to do business with the government. The Office assists SMEs as they navigate the government procurement system, and the Office works within the government to ensure the procurement system treats SMEs fairly. OSME strengthens access to government business for SMEs through collaboration with industry associations and individual businesses on training, information, development of support tools, and through advocating procurement policy changes. OSME also works with SME organizations to share information on forming joint venture consortia to access major government contracts.

The Office follows the Industry Canada SME definition in pursuing its work (medium enterprises have less than 500 employees, and small enterprises have less than 100 employees for goods producers and 50 employees for service suppliers). Given this definition, the Office also considers government procurement for two other groupings: Aboriginal businesses, and the regional profile of the government's supplier base.

OSME is composed of three Directorates at Headquarters – Policy, Strategic and Horizontal Policy, and Liaison, Policy and Training. The latter Directorate is the regional SME office for the National Capital Area. Five additional Regional SME Offices each headed by a director are being implemented in each of the PWGSC regions outside the NCA. These five regional SME offices report functionally to the DG of OSME at HQ.

Audit and Evaluation Branch (AEB)

As a key provider of assurance in support of oversight by the Deputy Minster, AEB provides senior management with independent and objective assessments on business performance and achievement of results; and of the adequacy of controls, risks, and governance processes; and of the quality of information for decision-making.

Note: Responsibility for the ethics program and internal disclosure was transferred to the Office of the Chief Risk Officer. Responsibility for fraud investigations was transferred to Corporate Security under CSPC Branch. AEB encompasses two main business activities: Audits and Evaluations. The internal audit and evaluation directorates use a risk-based and consultative planning process to determine which projects will be done annually, usually in the range of 15 to 25 projects per year. Their mandate is to provide management with a systematic independent assessment of the efficiency and effectiveness of the internal management practices and controls; and to provide, in their evaluation capacity, an independent and objective assessment of a program/business area to determine the adequacy of its objectives, its design and its results, both intended and unintended.

Audit Services Canada (ASC)

Audit Services Canada (ASC) is a special operating agency, established as of April 1, 1990. The mandate of ASC is to provide, accounting, assurance and audit services on an optional, fee-for-service basis to federal government departments and agencies across Canada. ASC's services may also be provided upon request to provincial, municipal, territorial and Aboriginal governments in Canada and to foreign governments and international organizations. Through these services, Audit Services Canada seeks to make a leading contribution to the improvement of public sector management and operations in Canada and abroad.

Corporate Services, Policy and, Communications Branch (CSPC)

The CSPC Branch is responsible for supporting the Minister, Deputy Minister and Associate Deputy Minister in their dealings with Cabinet, Parliament, Central Agencies, other government departments and agencies and the public. It provides corporate communications support as well as corporate leadership in the development of frameworks for business planning, quality control and performance measurement, and monitoring and reporting. It is also responsible for corporate programs including health, safety, security and administration.

Communications Sector

The Communications Sector provides a full range of communications services and products; provides advice on the communications implications of programs, policies and decisions; supports the Minister and the Deputy Minister in carrying out their parliamentary responsibilities; and supports individual branches and agencies in communicating their services to clients. The Communications Sector also works with managers to facilitate ongoing, two-way communications with employees by developing internal communications strategies so that PWGSC employees are informed about, and can participate in, key developments in the department.

Corporate Policy and Planning Sector (CPP)

The sector is responsible for corporate business planning, corporate policy, international and intergovernmental cooperation, Cabinet and Treasury Board submission services, maintenance and advocacy of the Management Accountability Framework (MAF) and the Program Activity Architecture (PAA) as well as monitoring corporate performance information. It is also responsible for analysis of corporate issues, departmental co-ordination of government-wide initiatives. It represents PWGSC on interdepartmental policy or planning committees. Further, it provides research and executive committee support to the

Minister, the Deputy Minister and the Departmental Operations Committee.

Executive Secretariat (ES)

Its mandate is to provide support and to act as a focal point on departmental issues and activities, and to administer related programs for the Minister, the Deputy Minister, the Associate Deputy Minister, and the Departmental Executive Team. The ES is comprised of: the Access to Information and Privacy Directorate, the Ministerial Services Directorate, the Ministerial Correspondence Directorate, and the Ministers' Regional Offices (MROs) Directorate.

Health, Safety, Security, Emergencies and Administration Sector (HSSEA)

HSSEA provides PWGSC with a security program that ensures the co-ordination of all policy functions and the implementation of policy requirements, by managing a broad range of programs, including the Corporate Security Program, Health and Safety Program and the Emergency Preparedness Program, for the Branch, Department, other government departments and levels of government and industry at the international and national level.

The Director General, HSSEA is the Departmental Security Officer (DSO), responsible for the development and implementation of the departmental Security, Health, Safety and Emergency Preparedness Programs that ensure the achievement of the mandatory requirements of the Canada Labour Code and the Government Security Policy, regulations and standards in an effective and cost-efficient manner.

HSSEA is the centre of expertise that fosters and advances the integration of the various security functions within the department (referred to as the Departmental Distributed Security Network), central agencies and government security agencies. The Special Investigations Directorate (SID) is accountable for providing the leadership, expertise and advice to Senior Management on the requirements of the Treasury Board policies on conflict of interest, unethical behaviour, fraud and other wrongdoing in the Workplace, Losses of Money, Offences and Other Illegal Acts Against the Crown.

HSSEA is also responsible for the policy, planning, delivery and control of a broad range of Branch and Corporate-wide services. These services include records and document management, forms management, mail management services, material management, library, departmental policy, departmental directory service and corporate accommodation.

Regional Secretariat and Service Management Sector

The sector is responsible to provide corporate leadership in the development and implementation of the departmental service management framework including governance processes and tools for planning, managing and monitoring service delivery performance and improvements. The sector provides regular reports to the Departmental Operations Committee on horizontal analysis of strategic client service issues, customer satisfaction surveys results and service performance measurement. The sector oversees the operations of the Regional Secretariat that is responsible for providing coordination, communications, financial and administrative support to the Regions and the Deputy Minister Office related to regional activities. The sector provides corporate leadership in the establishment of PWGSC business principles and in the related departmental business management model.

Finance Branch

The Chief Financial Officer, is responsible for providing financial services to the Department. The Branch plans, develops, administers and monitors financial management framework, policies, systems, processes, procedures, and practices for the Department. It provides financial planning, analysis, cost accounting and reporting services, including the production of departmental management reports and submissions of the year-end Public Accounts and prepares PWGSC's departmental and revolving fund financial statements. It is responsible for the preparation of the Annual Reference Level Update exercise and information for the Main Estimates, and coordinates all financial input to the Departmental Business Plan, the Report on Plans and Priorities and the Report on Performance. The Branch develops and coordinates the implementation of quantitative measures to assess the operational performance of PWGSC Branches. It provides authoritative advice and functional direction to headquarters and regional management on central agency and departmental policies and on investment proposals. Finance develops a framework of financial services delivery in the regions and supervises its application. It also develops and implements a framework of well

thought out advice concerning the activities of the Special Operating Agencies. Financial management services are provided in an efficient fashion, in the areas of the financial transactions of the Department, traveling expenses, the relocation program and cash management. The Branch is also responsible for the development, maintenance and operation of financial corporate systems and processes internal to PWGSC. Finance establishes the corporate management charges to revolving funds, using the departmental Cost Allocation Model. Finance is responsible for ensuring that the financial implications for the department are accurately reflected in submissions to central agencies. It develops and maintains the accounting and financial management framework, policies, guidelines, authorities and practices in support of the Department's plans, financial framework and operations and in support of central agency requirements and government initiatives.

Government Information Services Branch (GISB)

Government Information Services Branch (GISB) was created on April 1, 2004, following the disbandment of Communication Canada. The vast majority of responsibilities were transferred to PWGSC's newly created GISB as outlined in Order in Council P.C. 2004-0100. Privy Council Office took responsibility for regional and analytical functions as outlined in Order in Council P.C. 2004-0098 and Canadian Heritage took responsibility for the powers, duties and functions relating to grant agreements with the Canadian Unity Council under Order in Council P.C. 2004-0099.

GISB manages the Government's communication platform by providing multi-channel access (print, electronic, telephone, in-person) to information on Government programs and services and promotes these services through visibility while maintaining sound stewardship in coordinating the Government's communication activities.

Collectively, GISB constitutes the public face of Government promoting the Government of Canada's agenda and its relevance in day-to-day lives of Canadians. GISB is a vehicle to increase federal presence and visibility.

GISB contributes to PWGSC's common services provider's mission in various ways while ensuring stewardship across Government communications.

The organizational structure of GISB is composed of eight sectors: Government Exhibitions, Marketing and Advertising, Public Opinion Research and Advertising Coordination, Communication Services, Planning and Coordination Services, Strategic Issues and Transformation, Industrial Security Sector, Consulting Services and the Shared Services Integration sector.

Government Exhibitions, Marketing and Advertising Sector

This Sector's activities are targeted towards external audiences through the following programs and services: Government of Canada's Exhibitions and Marketing and Advertising.

Exhibitions Program

The Government of Canada's Exhibitions Program provides Canadians with a unique opportunity to interact with Government of Canada representatives in person and to receive information on government programs, services and access channels. The Canada Pavilion, a key component of the Government of Canada Exhibitions Program, is a traveling showcase bringing together different departments under one corporate umbrella. Close to 6 million visitors have entered the Canada Pavilion over the last six years. The Exhibitions program also coordinates departmental exhibit plans under Article 22 of the Communication Policy which encourages departments to submit their exhibitions plans to a central Government of Canada database to enhance governmental unified and coherent presence at events. Some 42 departments and agencies register their exhibitions plans in this database. The Program is successful since its creation. As such, 86% of visitors support this initiative and 93% find that talking face to face with a government representative is helpful to them.

Marketing and Advertising

Marketing and Advertising works in partnership with Government of Canada departments to design, plan and implement citizen-centred marketing and advertising campaigns and promotional products to inform citizens about services available to them under the new government advertising planning and funding process; Marketing and Advertising will implement a campaign on Government of Canada services.

Based on a solid foundation of successes and lessons learned over the years, future campaigns will be primarily directed at promoting citizen awareness of government services and public

access channels (1 800 O-Canada and the Canada Site).

In addition, Marketing and Advertising produces promotional material for the public access channels (1 800 O-Canada, Canada Site) and supports other government departments in the development of new guides and campaigns.

Public Opinion Research and Advertising Coordination Sector

Both directorates, the Public Opinion Research and the Advertising Coordination and Partnerships, play a horizontal role in offering mandatory common services to other governmental institutions.

Public Opinion Research Directorate

The Public Opinion Research Directorate (PORD) co-ordinates public opinion research for the Government of Canada. It provides coordination and advisory services for public opinion research. It facilitates studies by guiding client departments throughout the entire process – from the research planning to the receipt of the final report – to ensure research objectives are met. The research undertaken must comply with Government of Canada policies and market research industry standards.

The services of PORD include advising at each stage of public opinion research project planning and implementation, coordinating public opinion research across the Government of Canada, facilitating the procurement process on behalf of client departments and promoting compliance with Treasury Board policies and regulations on the coordination and purchase of public opinion research. The PORD also shares research results and places them in the public domain by sending them to Library and Archives Canada and the Library of Parliament.

Advertising Coordination and Partnerships

The Advertising Coordination and Partnerships Directorate provides federal institutions with planning, coordination, advisory and training services on advertising, as well as expertise and support for partnering arrangements in communicating, marketing and promoting government programs and services to Canadians. This directorate promotes greater accountability and transparency in government advertising through enhanced documentation and public reporting, advises government departments on advertising-related policies and administrative

procedures, promotes best practices in government advertising and shares lessons learned from past activities; plans and undertakes training and development activities for government employees; and helps them obtain the best value for dollar in advertising campaigns and activities.

Communication Services Sector

This sector designs and delivers communications tools that directly respond to Canadians' information needs and support the government's communications priorities. The Sector's programs and services are: The Canada Gazette, Publishing and Depository Services and the Electronic Media Monitoring.

Canada Gazette

The Canada Gazette has been the official newspaper of the Government of Canada since 1841. Publication in the Canada Gazette is mandatory under certain acts of Parliament and serves as official notice to Canadians. The Canada Gazette has been on the Internet since 1998. Since April 1, 2003, the PDF version has been given the same official status as the printed copy and is published simultaneously with the printed copy. Approximately 160 countries access the Canada Gazette.

Publishing and Depository Services

Canadian Government Publishing has been the Official Publisher of the Government of Canada since 1869 and is the administrator of Crown Copyright and Licensing.

Depository Services Program was created by Order in Council in 1927 to provide Canadian Citizens with free access to GoC publications through the Library Network. Both programs work in tandem to ensure that federal government information and publications are easily accessible to Canadians. PDS is also responsible for the management of the GoC publications website.

Electronic Media Monitoring

PWGSC is the coordination authority for electronic media monitoring. The Electronic Media Monitoring (EMM) Program acts as a broker for Government of Canada Institutions in obtaining a right of access to electronic versions of Canadian news sources. There are 76 departments/organizations registered as users of EMM sources.

Industrial Security Sector (ISS)

ISS is responsible for the safeguarding of classified and designated information and assets and controlled goods in Canada and internationally pursuant to the Government Security Policy, the Defence Production Act (DPA) and the Controlled Goods Regulations (CGR).

Canadian International and Industrial Security Directorate (CIISD)

This directorate is responsible for the development and delivery of the Industrial Security Program on behalf of the federal government and for developing, implementing and evaluating comprehensive industrial security policies, interdepartmental and international in scope, consistent with the Government Security Policy (GSP), NATO Security Regulations, bi-lateral international industrial security agreements and related protocols.

CIISD provides personnel screening services for departmental employees and industry contractor personnel and ensures the safeguarding of protected and classified government information and assets held by private sector firms under contract. This is accomplished by conducting on-site inspections to ensure companies meet physical security, information technology security as well as COMSEC security requirements, and specifies security-required terms and conditions in classified contractual documents. CIISD also registers organizations under the Industrial Security Program and ensures that the Government of Canada security standards and procedures are applied.

Internationally, CIISD is responsible for the negotiation of Industrial Security Memoranda of Understanding and Arrangements with foreign countries, administers the Visit Clearance, acts as the government-to-government channel for the exchange of Classified/Protected information associated with classified procurement, and facilitates cross border arrangements for secure communications between industries.

Controlled Goods Program Directorate (CGP)

This directorate ensures compliance with the Defence Production Act (DPA) and the Controlled Goods Regulations (CGR). It ensures that every "person" in a position to examine, possess or transfer controlled goods is registered or exempted from registration under the Controlled Goods Program. This directorate also conducts

inspections to assess compliance and initiates prosecutions of any person who contravenes any provision of CGR as per Part 3 of the DPA.

Program Harmonization and Services Directorate (PHSD)

This directorate provides strategic advice to all levels of management within the sector. It directs the development, implementation and management of the framework, policies, directives and processes required to provide sustaining functions for the Sector in the areas of business planning, policy, management information services, financial management, training, performance measurement, quality management and administrative/human resource services.

Shared Services Integration (SSIS) Sector

SSIS manages and delivers the shared system programs for four shared system clusters and provides shared human resources services to small departments and agencies. The five components are: IFMS (SAP) Cluster – finance and material management system; HRIS and GCHRMS (PeopleSoft) Cluster – HR management systems; AMMIS Cluster – material management system; and Shared HR Services.

To reduce Government's corporate administrative system investment, the TBS sanctioned a number of corporate administrative systems for use in Government. Departments and agencies are encouraged to use one or more of these systems and form user groups or clusters to share in the cost of system maintenance and development. Cluster members collectively govern the system direction but rely on a Program Office to deliver the system for implementation in the member departments. SSIS is the Program Office for each Cluster. From a strategic and operational perspective, SSIS supports the Corporate Administrative Shared Services initiative within government and contributes to achieving efficiencies through economies of scale.

Public Access Programs Sector (PAPS) is no longer a part of GISB – they are with Service Canada now.

Planning and Coordination services

This sector ensures achievement of GISB's objectives and goals and provides a broad range of business management services, including information management services, performance

measurement, and administrative systems support. The Sector also coordinates Branch-wide input on a number of corporate initiatives, including the Report on Plans and Priorities (RPP), the Departmental Performance Report (DPR), and the Program Activity Architecture (PAA).

Strategic Issues and Transformation Sector

This sector provides the Assistant Deputy Minister, GISB, with strategic advice and support in the management of sensitive issues related to the Branch's planning, policy, evaluation and operational activities. The Sector is also leading the GISB transition exercise to establish a new, cohesive and efficient organization.

Executive and Corporate Services Sector

This directorate encompasses the following services: Strategic Planning and Governance, responsible for long term strategic and operational planning for the Branch; and Facilities and Business Support, coordinates all activities associated with Branch accommodation, material, records, mail, messenger and associated services.

Program Office

Acts as the interface between GISB and PWGSC's Information Technology Services Branch (ITSB).

Human Resources Branch

Human Resources Branch (HRB) is accountable for the departmental Human Resources Management Framework, providing leadership in the management of PWGSC's human resources and managing the delivery of all human resources services.

Labour Relations and Employee Services Sector

This sector is the department's focal point for the development of a broad range of frameworks, strategies, policies and guidelines related to labour relations. It also includes various organizations that promote employee well-being through the provision of services including the Employee and Organization Assistance Program, the Office of Workplace Conflict Management, the Career Services and Self-Learning Centre, and the departmental Awards and Recognition Program.

Classification, Compensation and Business Systems Sector

The sector provides department-wide frameworks, strategies, policies and procedures and delivers

within the National Capital Area departmental programs in the areas of organization design and classification, and compensation. It also leads the design, development, installation and maintenance of human resources electronic information systems and associated business processes. Finally, it provides HR services (e.g. staffing) to each Branch and SOA within PWGSC.

The Official Languages, Staffing, Employment Equity and Learning Sector

The Official Languages, Staffing, Employment Equity and Learning Sector (OLSEEL) provides department-wide frameworks, strategies, policies and procedures as well as operational direction of the delivery within the National Capital Area of departmental programs in the areas of staffing, learning, human resources planning and strategies, employment equity, and Official Languages. OLSEEL also provides functional support to the regions on these departmental programs.

Directorates of OLSEEL

Staffing and Employment Equity

This Directorate provides advice, interpretation and guidance to PWGSC HR practitioners and senior management, on a broad range of staffing issues. The group is also responsible for developing the PWGSC staffing framework; promoting effective HR processes through the development of policies, programs and strategies; consulting with central agencies and employee representatives on department-specific staffing measures that meet PWGSC's business needs; enhancing HR Management processes and systems to ensure the HR community is supported with up-to-date working tools and reporting on departmental staffing activities to ensure good management practices through analysis and monitoring. It also provides advice, interpretation and guidance to PWGSC management, employees, employee representatives, and HR practitioners on all matters pertaining to employment equity. The group also develops policies and coordinates and implements initiatives regarding designated group recruitment, development and retention.

Executive Services

Provides an integrated human resources service for the Executive Group.

HR Planning

The Human Resources Planning and Strategies Directorate is the focal point for HR management. It provides research, analytical, advisory and consultative services and recommendations in support of PWGSC management and HR professionals on a broad range of HR strategic planning issues. These issues include: HR planning, workforce analysis, work force adjustment, and performance management. The group is also responsible for the departmental Human Resources Management Framework and the State of the Work Force Performance measures in line with the Management Accountability Framework to guide managers on making people management an integral part of business success.

Official Languages

The Official Languages Directorate provides linguistic services such as language training, individual language training plans, on-site second language evaluation writing assistance and orientation process. Other services include policy, planning and monitoring which includes interpretation of the Official Languages Act and Regulations and linguistic rights and obligations. This Directorate develops and implements the Department's strategic Action Plan for Official Languages. It is also responsible for the resolution of complaints related to official languages and support to linguistic minority communities under Section 41 of the Official Languages Act.

Organizational Performance and Learning (OPAL)

OPAL supports the corporate learning vision and PWGSC as a learning organization by creating and managing for PWGSC interventions and learning program to enhance organizational effectiveness and/or transformations (includes change management, organization development, formal classroom training, self-directed learning and e-learning through the web, facilitation and performance improvement interventions). OPAL provides functional guidance to the regions in these areas.

Staffing

Provides advice, interpretation and guidance to PWGSC HR practitioners and senior management, on a broad range of staffing issues. The group is also responsible for developing the PWGSC staffing framework; promoting effective HR

processes through the development of policies, programs and strategies; consulting with central agencies and employee representatives on department-specific staffing measures that meet PWGSC's business needs; enhancing HR Management processes and systems to ensure the HR community is supported with up-to-date working tools and reporting on departmental staffing activities to ensure good management practices through analysis and monitoring.

Information Technology Services Branch (ITSB)

Information Technology Services Branch (ITSB) is a common service organization within Public Works and Government Services Canada (PWGSC). ITSB provides leadership in supporting government-wide initiatives such as the common infrastructure; IT and telecommunications services, on an optional basis, to other federal government departments and agencies.

The Branch provides functional direction for information technology (IT) architecture, standards and security; provides support for the transfer of information management/information technology (IM/IT) knowledge and the development of the IM/IT professional community for all Government of Canada. ITSB is also mandated with developing and leading PWGSC's corporate technology and information management initiatives; providing departmental infrastructure services to support PWGSC's strategies and program objectives, in an effective and cost efficient manner and to operate PWGSC's government-wide mission-critical systems. Finally, to improve IT program delivery and cost savings for Canadians, the organization has recently been mandated to seek every opportunity to transform the current environment into a shared service environment. The Branch is composed of the following sectors: Application Management Services Sector, Business Planning & Management Sector, Chief Information Officer Sector, Chief Technology Officer Sector, Enterprise Partnership Management Sector, The Government of Canada Marketplace (GoCM) Sector, Product Management & Development Sector, Service Management and Delivery Sector, Service Qualification & Transfer Sector, and Shared Travel Services Initiative.

Applications Management Services (AMS) Sector

AMS develops, enhances and maintains software applications required to deliver PWGSC common services, to support PWGSC's internal administration, as well as in support of other government departments' programs. AMS provides development services and ongoing operational support for over 250 applications supporting PWGSC business lines. In PWGSC, it provides ongoing support to a broad spectrum of business lines and functional areas, such as: compensation, Receiver General functions, financial management, procurement, real property management, holdings and disposal, as well as administrative and executive support.

Business Planning & Management Sector

This sector is divided into six (6) centres of expertise providing branch level services to ITSB:

Business Planning and Reporting (BPR)

This directorate is responsible for business planning; ethics, audit and evaluation; policy development and evaluation; business case analysis; business continuity planning; link to PWGSC CIO; and Access to Information requests.

Workforce Strategies and Planning (WSP)

This directorate is responsible for branch-level Human Resources (HR) strategies and plans, including Official Languages, Employment Equity, Health and Safety; growth strategies for the IT-SSO; branch interface to Corporate HR; and liaison with the Organizational Readiness Office.

Business Information and Coordination Services (BICS)

This directorate is responsible for internal and external communications coordination and planning; web management; event coordination; and liaison with Corporate Communications.

Financial Business Analysis and Costing (FBAC)

This directorate is responsible for Treasury Board submissions; activity-based costing and reporting; and pricing/funding strategies.

Program Management Office (PMO)

This directorate is responsible for branch performance measurement standards and tracking; project registry maintenance, standards and processes; Monthly Operations Report (MOR); and the Project Review Board.

Administrative Services and Contract Management (ASCM)

This directorate is responsible for procurement planning; contract acquisition and maintenance; asset rationalization and management strategy; Contracting Review Board; administrative services, such as accommodations (formerly reporting into Business Planning and Reporting directorate) and security; and liaison with Acquisitions Branch.

In addition to the six directors leading these directorates, BPMS benefits from the expertise of senior analysts that, reporting directly to the Director General, provides assistance in areas requiring senior-level coordination and management, and in particular, relating to the transformation to the IT-SSO Chief Information Officer (CIO).

The Chief Information Officer Sector provides leadership and strategic direction to the effective use of IM/IT resources and investments to support the strategic priorities of PWGSC. Specific responsibilities include developing and leading PWGSC's corporate Information and Knowledge Management initiatives, providing the Department with Internet and Intranet development services, developing and maintaining the Department Enterprise Architecture, Client Relationship Management and IT Security.

The Sector is embarking on an ambitious program to address the Department's Total Cost of Ownership, build a new IM/IT Governance process, and develop a best-practice IM/IT organization which provides strategic value to PWGSC and evolves to being a client of the IT-SSO.

Chief Technology Officer (CTO)

The CTO sector provides leadership, co-ordination, and broad direction in the planning and development of a government-wide architecture for the IT infrastructure in support of the government's renewal objectives and its service delivery agenda. This infrastructure is comprised of the subset of the departmental infrastructure domains that are common or shared across government. The CTO is also responsible for IT Security and Privacy across sectors.

The CTO sector fulfils its mandate by: producing a technology roadmap in support of the development of government-wide IT architectures, standards, and security frameworks; maintaining an in-depth

knowledge of new technologies and creating opportunities to leverage industry expertise; coordinating the IT Security function; providing advice on the implementation of policy in the areas of IT Security and Privacy; and ensuring compliance to policy and standards.

It provides leadership and direction in enterprise technology planning in the areas of: IT Security, IT Privacy, IT Policy, Technology Architecture and Standards, Technology Research.

Enterprise Partnership Management

This sector is the primary client-facing component of Information Technology Services Branch (ITSB) and is responsible for Stakeholder Relationship Management (SRM) and for managing business growth within ITSB as it transitions to an Information Technology – Shared Services Organization (IT-SSO). Within this role EPM has full end-to-end accountability for the client relationship, while also being the single point of accountability for liaison with other stakeholders including, central agencies, other jurisdictions, and the private sector. EPM has an extremely important role in positioning the organization and providing strategic leadership to ITSB in areas that require strong stakeholder engagement from: federal departments and agencies as consumers of ITSB services; central agencies as the policy authorities that provide direction to government in areas such as policy, service standards, and funding; and, a wide range of other players, whether they be clients, business partners, or delivery agents.

EPM also has a crucial role in identifying strategic partners and establishing structured partnership arrangements under which ITSB will both provide strategic support to partner organizations, and develop new Enterprise IT Services that serve the needs of partner organizations while supporting the requirements of the whole-of-government Enterprise. In this role, EPM is defining the Governance framework and model under which ITSB will establish the capability to coordinate client-facing activities across a complex network of stakeholders, services, and operations. It also provides guidance to other parts of the organization in the areas of client relationship management and support to strategic partners, with a strong concentration on achieving the necessary critical mass of users required by new Enterprise IT Services, as well as the overall business volume targets to both justify investments

in new services, and to ensure the viability of the IT-SSO business model.

EPM provides services to clients as well as coordinating the efforts of ITSB, in the following areas: Client Relationship Management, Vendor Relations, Federal/Provincial Relations, Central Agency Relations, The Transformation Management Office, Management of Change, Governance, and Client Strategy.

Government of Canada Marketplace

The GoCM Sector provides an effective and efficient framework for the end-to-end procurement and purchasing of goods and services electronically for the Government of Canada. GoCM Sector looks at existing acquisitions products to determine their relevance within the new framework, and investigates how, where and when the business of acquisition could be transformed to enable it to better meet the ever-evolving business requirements of the Government of Canada.

The key initiative of the GoCM Sector is the Government of Canada Marketplace (GoCM) project. The GoCM will be the premier vehicle for GoC employees to buy approved goods and services through readily available on-line GoC catalogues.

Product Management & Development

The Product Management & Development Sector is responsible for providing the planning and implementing of strategic and innovative business frameworks and models for the delivery of enterprise-wide IT shared products and services. The domain of product and services includes all of IT infrastructure, e.g. data centres, networks, desktops, IM tools, and enterprise corporate administrative systems. Efforts also include working to integrate our IM tools strategy into the Government of Canada IM strategy. It is responsible for developing and implementing strategies, approaches and initiatives with Central Agencies in providing functional guidance and support in meeting the evolving business needs of clients; the priorities and objectives of government; and the leadership requirements on behalf of the organization for advancing government-wide initiatives respecting shared systems, e-government and shared/common services.

Service Management and Delivery

The Service Management & Delivery Sector offers IT services to federal and territorial government departments, agencies and Crown corporations across Canada. It delivers voice and data networks, runs applications, manages network security, delivers satellite technology to remote locations, and provides many other services. SM&D experts work with industry providers to offer the most appropriate technology solutions, with the best possible service, at the lowest available rates. SM&D is engaged in two main areas – telecommunications and computing. First, it is the de facto provider of telecommunications services to the GoC, even though the majority of its services are provided on an optional basis. Today, approximately 150 government organizations purchase their telecommunications services from SM&D. These services cover four portfolios: Telecommunications Services, Satellite Services, Network and Infrastructure Services and Fully Managed Services.

SM&D also provides a variety of computing services to other government departments and agencies to help manage their IT infrastructures and applications. It hosts and manages several large data centres to handle the computing needs of its clients, and it supports more than 480 business applications, and 27 corporate applications, for the user community. Computing services cover five portfolios: Mainframe Services, Mid-range Services, Office Automation Services, Printing and Distribution Services and Business Continuity and Recovery Services.

In addition to offering Telecommunications and Computing services to other government departments and agencies, SM&D also has the mandate to manage the maintenance and operation of PWGSC's own telephony systems, IT infrastructure and services, including data centres, networks and office workstations. Through its extensive industry experience and knowledge, and its collaboration with the private sector, SM&D delivers significant benefits to its user community including brokering and negotiating on behalf of many users to obtain the lowest available rates for government, as well as in-depth technology expertise, client service, and simplified administration.

Service Qualification and Transfer

SQT will contribute to strengthening ITSBs Transformation Project Team and lead the channel 2 growth strategy to build IT business with the Government of Canada and develop an IT Shared Services Organization (IT-SSO). In building the IT-SSO, SQT will establish senior level contacts and governance, outside of PWGSC, for exchange and discussion of the Shared Services agenda.

Consultations and work with government departments and agencies will be done in 'waves', where SQT will perform due diligence and analyze opportunities and risks for the transfer of IT infrastructure services into an IT-SSO. SQT, in collaboration with the partner organizations will determine what needs to be done to align the partner organizations with ITSB/IT-SSO, negotiate service level agreements, transfer resources and move to the shared services environment. In doing so, SQT will also identify HR Strategies and associated plans, organizational structures and capabilities required by the new shared services organization, including, defining the culture, building employee commitment, and stakeholder engagement.

The IT Shared Services Organization will be built, in consultation with our partner organizations, in an open and transparent fashion. ITSB will better able to provide value for money and manage the governments IT resources in a cost effective and efficient manner.

Shared Travel Services Initiative (STSI)

STSI is the first shared services initiative in the Government of Canada, and one of several non-legislative initiatives related to the modernization of human resources management. The goal of STSI is to reduce travel costs and improve employees' travel experience by giving them better tools to make travel arrangements and manage the travel process.

The Initiative will improve travel support and services, and increase security for travelers and travel arrangers by: providing a more efficient, streamlined, electronic travel services to travelers and travel arrangers through all stages of travel; reducing travel costs and providing economies of scale to the Government of Canada; and implementing and benefiting from industry best practices.

The new service enables travelers and travel arrangers to manage travel simply and efficiently by providing: secure access to an On-line Booking Tool; a new travel call centre; a convenient government travel card; consistent customer care; automated authorization and expense claims

management; a world-wide locator service; a single portal to access all services; and a comprehensive information management system.

Once the fully-integrated travel solution, including the expense management tool, is in place, it will offer: on-line approval and pre-trip authorization; expense claim processing and management; e-mail notification of status, authorization completion; embedded automated travel policies, such as mileage rates and meal allowances; and better information on travel patterns to assist managers in making sound travel decisions.

Office of Greening Government Operations

The Office of Greening Government Operations (OGGO) was created in April 2005 within Public Works and Government Services Canada (PWGSC).

OGGO's mandate is to accelerate the greening of the government's operations by working closely with other federal departments, particularly with the Treasury Board Secretariat and Environment Canada.

It's an opportunity to establish government-wide priorities, accountabilities, targets, timelines and reporting requirements to assist the Government in its commitment to become a model of environmental excellence in its own operations. The Greening of Government Operations encompasses a wide range of activities including: Reductions in energy resources consumption; Reduction in greenhouse gas and other air polluting emissions; Green procurement; Remediation of contaminated sites; Waste management; and Environmental performance of vehicle fleet.

OGGO provides advice and guidance to departments on a wide range of activities related to the greening of their operations; supports the development of policy and performance management related to greening government operations; provides a range of high-quality environmental services to government departments and PWGSC provides environmental services to federal government departments throughout its regional operations

Real Property Branch (RPB)

The RPB provides federal departments and organizations with a full range of real property services, as well as strategic and expert advice that supports the Government of Canada in the delivery of programs to Canadians.

National leadership for the delivery of real property services is provided through Directors General in seven specific sectors: Accommodation and Portfolio Management, Parliamentary Precinct, Professional and Technical Programs, Real Property National Capital Area, Resource Management and Systems, Service Transformation, and Strategic Management and Renewal. The Real Property Business Transformation Office was created in 2005 to reposition RPB as a modern corporate real estate organization reflecting industry best practices.

Accommodation and Portfolio Management (APM) Sector

The APM Sector provides stewardship for the PWGSC real property portfolio and develops innovative service delivery models and real estate solutions for the Government of Canada. It develops strategies and national frameworks to accommodate federal tenant space demand and to introduce sustainable, productive, and supportive workplace environments for federal public servants. The sector is also responsible for renting spaces – mostly for office purposes – to respond to federal departments' and agencies' accommodation needs. The sector produces policies, standards, systems, tools, and performance measures to provide national direction for the management of the portfolio and the delivery of real estate services. It develops strategies for maintaining and disposing of assets no longer required by the government and collaborates with central agencies to ensure support for departmental initiatives and to promote the modernizing of real property instruments.

It also manages the delivery of the Appraisals Program and the Payments in Lieu of Taxes Program.

Parliamentary Precinct Directorate (PPD)

The Parliamentary Precinct Directorate (PPD) delivers real property services to its parliamentary partners, the Senate of Canada, the House of Commons and the Library of Parliament in the National Capital's Parliamentary Precinct. The sector also provides real property services to the offices of the Prime Minister, the Deputy Prime Minister, the Privy Council, as well as the Governor General's residence, La Citadelle. The services include accommodation planning, design and delivery of capital projects as well as the operation, maintenance and repair of assets. PPD also provides services to commercial and retail tenants, including numerous media outlets. The sector

implements the Long Term Vision and Plan (LTVP) for the Parliamentary Precinct, a detailed blueprint for the conservation, restoration and renewal of Canada's seat of government. The LTVP outlines a program of renovations and new construction that will preserve the historical structures in the Precinct, bring them up to modern standards, and meet the accommodation requirements identified by the Senate, House of Commons, and Library of Parliament. It also includes putting in place required infrastructure upgrades.

Professional and Technical Programs (PTP) Sector

The PTP Sector leads a national program of professional and technical services for the operations and maintenance, planning, design, renovation and construction of federal buildings and facilities. It provides specialized expertise in environmental and sustainable development, project management, architecture and engineering, heritage conservation, geomatics, asset and facilities management, and energy conservation to federal organizations. The sector exercises a national role which includes oversight, functional direction, advice and quality management. It also offers specialized services to federal custodians on a fee for service basis in its areas of expertise, and manages the AFD Property and Project Management contract.

Real Property Business Transformation Office (RP BTO)

Real Property Branch is committed to becoming a best practice corporate real estate organization. To achieve that end, RPB is implementing an enterprise-wide business transformation agenda that will allow it to simultaneously approach change along all key transformational elements including strategy, process, people and technology. Under its business transformation program, RPB will develop and implement consistent approaches that reflect industry best practices in all areas of the business.

Real Property National Capital Area (RPNCA) Sector

The RPNCA Sector provides the full range of property and project management and specialized real property services in the national capital area, (excluding Parliamentary Precinct) and in Nunavut. RPNCA is responsible for the day-to-day operations of office and special purpose buildings for RPB and other custodian departments in the NCA and Nunavut, either internally or via private

sector service providers. This includes repairs, capital improvements, fit up and refit projects. The operations and service delivery are carried out by professionals who work in real property teams, including project managers, environmental services officers, asset managers, property and facilities managers, building systems technicians, maintenance quality assurance specialists, business managers and administrative support staff. The sector also offers conference services and protocol and events management, including operation, maintenance, and asset management for NCA conference facilities. As well, it manages central heating and cooling plants, including energy and utilities management throughout the NCA, and operates and maintains the bridges and dams owned by PWGSC in the NCA. In Iqaluit, Nunavut, the Sector also provides consolidated offices for seven federal departments, including Indian and Northern Affairs Canada, in a modern, fully equipped Government of Canada Building. PWGSC also provides a full range of services to many governments, including some 250 housing units for federal employees in Iqaluit.

Resource Management and Systems (RMS) Sector

The RMS Sector is responsible for providing Real Property Branch leadership in resource management activities. This includes developing and overseeing the implementation of strategies, policies, frameworks and initiatives to provide for integrated business, financial and program management. RMS also leads the Branch's information management/knowledge management activities and day-to-day systems management activities. RMS is also responsible for articulating and advancing the Branch's strategic vision, including development of the Branch Business Plan.

Service Transformation Office (STO)

The Service Transformation Office identifies, develops and implements cost-effective service delivery transformation initiatives for the provision of real property services. It works to develop a strategic alliance with the private sector to deliver services faster, better and at a reduced cost. It acts as a focal point on Real Property Branch issues and activities pertaining to future outsourcing in accordance with the Branch's business renewal initiative and with Treasury Board's Alternative Forms of Delivery policy.

Strategic Management and Renewal (SMR) Sector

The SMR Sector leads the Real Property Business Transformation Project Management Office (BT PMO), and is responsible for the Branch's communications, change management and professional learning initiatives.

SMR is also responsible for providing Real Property Branch leadership in risk management and policy activities. This includes developing and overseeing the implementation of strategies, policies, frameworks and initiatives to provide for integrated risk and policy program management. Risk management activities include developing and maintaining the corporate risk profile, establishing an integrated risk management function, practicing integrated risk management and ensuring continuous risk management learning.

Policy development and liaison activities include: leadership in developing and revising legislative and regulatory instruments to support the strategic planning, delivery and management of the real property priorities, and other departmental and government-wide priorities for renewal and enhanced performance; policy and regulatory analysis in support of legislative initiatives as required, including amendments to the Public Works and Government Services Act; and policy leadership on the development and implementation of mechanisms for inter-branch and inter-sectoral collaboration.

PWGSC Services for CRA

The Integrated Services Team (IST) for the Canada Revenue Agency (CRA) is an integrated unit composed of CRA and PWGSC employees, and is accountable for the management of the national CRA real property accommodation portfolio.

The focus of this real property partnership is to capitalize on the existing infrastructures and strengths of both organizations to revolutionize the delivery of real property services to the CRA. To date, clear dividends to the Government of Canada have been achieved through a better business discipline for the efficient use of space.

An integrated unit is collocated in the NCA as well as in the Atlantic and Quebec Regions. To date, PWGSC has primarily provided accommodation and project delivery services to the CRA, and also may be expanded to include additional services based on client requests.

PWGSC Services Integration Team (SIT) CH/INAC/PCA

The SIT for CH/INAC/PCA focuses on customer relationship management efforts for its customers on a national basis, while providing national leadership in the delivery of integrated service offerings for real property, acquisitions, information technology and shared services. The SIT manages relations with its customer departments and provides them with a single window to access PWGSC services.

The primary customers for this PWGSC team are the Department of Canadian Heritage and its portfolio, Parks Canada Agency and Indian and Northern Affairs Canada and its portfolio. Their customers' mandates are, one might say "Canada itself," and are at once unique and synonymous to one another in the context of their social, economic and cultural footprints that impact all Canadians. As such, the SIT manages the customer relationships at a strategic level for these 36 customer departments/agencies/crown corporations and small organizations to ensure that PWGSC successfully supports them in realizing their mandates.

We do this through: developing strategies to build and manage relationships; integrating, facilitating and promoting PWGSC business line value propositions; promoting better communications and enhanced mutual understanding between our customers and our PWGSC business lines; seeking service improvement and efficiencies; facilitating the resolution of issues; and monitoring stakeholder results, performance and customer satisfaction.

PWGSC Services for Public Safety and Emergency Preparedness Canada (PSEPC) including RCMP/CSIS/OCIPEP/CORCAN/CSC

The Client Service Team for PSEPC clients works with such organizations as the Royal Canadian Mounted Police, Canadian Security Intelligence Service, Correctional Services Canada, Public Safety and Emergency Preparedness Canada and the National Parole Board.

The Service Integration Team (SIT), working in collaboration with each agency, is a strategic enabler to support program delivery by providing services in Real Property, Procurement, Informatics and Telecommunications and Shared Services. In addition, the SIT plays an essential role as "Account Executive" to maintain focus on high profile activities for clients and facilitates

communication and interaction within PWGSC business lines and resolves problems.

The SIT plays a key role in the success of PWGSC's Way Forward initiative which highlights whole-of-government culture and approaches without diminishing service delivery to clients.

Service Integration Teams (SITs), NCA

The SITs provide national leadership in the delivery of an integrated service offering for real property, acquisitions, telecommunications and informatics services to more than 80 PWGSC client departments and agencies. The SITs consist of six (6) teams responsible for identifying opportunities and working with the PWGSC Business Lines in ensuring delivery of truly integrated services to clients.

The Service Integration Teams represent the interests and concerns of their clients on common and services management issues.

The SIT's aim is to: become a strategic business partner and valued member of the client's team; provide national leadership in the development of strategies and initiatives for cost-effective integrated PWGSC services that support the clients' strategic and operational objectives; and ensure consistency in the delivery of PWGSC services to national clients.

Strategic Planning, Business Integration and Shared Services Sector

The sector is responsible for strategic advice and issue management to the Assistant Deputy Minister, SIB. It also provides Branch leadership in the analysis, evaluation, development and management of business renewal and change management strategies, customer relationship management (CRM), coordination of Branch human resources activities and IM/KM strategies.

In addition, the sector is mandated to develop and implement innovative and effective business and management approaches and initiatives, and ensure the cost-effective delivery of the full range of PWGSC products and services in the NCA, through the provision of the business infrastructure and sustaining operational support functions for the effective operation and accountability of the National Client Service Teams.

The sector also coordinates a full range of administrative services for the Branch.

Regions

The Regional Offices are responsible for the provision of all services offered by the Public Works and Government Services Administration at the regional and local levels across Canada. There are five Canadian regions in addition to the National Capital Area: Atlantic, Quebec, Ontario, Western, and Pacific. The regions deliver a full range of services to federal government departments including real property, telecommunications and informatics, acquisitions, pay and benefits, translation, and consulting and audit services. In addition, PWGSC regional cheque production offices also produce socio-economic payments such as the Child Tax Credit, Old Age Security, Guaranteed Income Supplements, Canada Pension Plan, Canadian Jobs Strategy, National Revenue Income Tax refunds, Goods and Services Credit Payments and Census payments. A specialized branch in Shediac, New Brunswick, is responsible for superannuation services.

Translation Bureau (TB)

As a special operating agency, the TB provides Parliament, the judiciary and other governmental departments and organizations with translation, revision, interpretation, technolinguistic, terminology and other related linguistic services in both official languages, Aboriginal languages and in over 100 other languages, including sign language. It has the mandate to standardize terminology within the federal government and to manage the terminology and linguistic database TERMIUM®. A network of regional offices provide services throughout Canada.

Business Development Sector

The Business Development sector provides expert advice and analyses to the Bureau's CEO and Senior Management Committee in the development and management of the Translation Bureau's strategic directions and planning cycle. It is responsible for policy management and integration, the Bureau's strategic planning cycle, the contract monitoring function, recruitment, professional and technical training services, as well as documentary services. It is also responsible for developing new products, namely Technolinguistic services.

Client Services

Client Services' role is to develop, maintain and manage business relationships with federal

government clients for the Bureau's products and services, including terminology products and publications. Their primary functions include negotiating service contracts, conducting client satisfaction surveys and market studies, and the promotion of our products and services. Client Services is also responsible for internal communications.

Infrastructure and Technology Management

The Infrastructure and Technology Management Sector ensures the integrity of financial management within the Bureau, oversees the implementation of the Bureau's accountability framework, the development of the Bureau's IT/IM strategy, and ensures the provision of common services, including logistical and technological support.

Parliamentary Translation and Interpretation

Parliamentary Translation and Interpretation provides translation services to Parliament in the official languages, as well as interpretation services in all languages, including sign language, to Parliament and to federal departments and agencies.

Terminology and Standardization

Terminology and Standardization supports the translation and operations by providing terminology products and services and in particular, by managing the federal government's linguistic data bank, TERMIUM®. The Directorate standardizes and disseminates the terminology used in the Public Service, coordinates the terminology standardization activities of federal organizations and, with these objectives in mind, collaborates with linguistic research and standardization centres in Canada and abroad.

Translation Operations

Translation Operations provides general and specialized translation services and related linguistic services languages for federal departments and agencies and other clients. In addition to the services provided in the National Capital Region, Translation Operations has regional offices in St. John's, Charlottetown, Halifax, Moncton, Québec, Montréal, Toronto, Winnipeg, Calgary and Vancouver.

Information Holdings

Program Records

Accounting Banking and Compensation Branch

Accounting Administration Products
Description: Information on assistance to client departments and agencies on accounts payable and other payments activity, Accounts of Canada and reporting services activity, and management, financial and other services activity.
Topics: Accounts payable and other payments, and associated financial and related statistical data; and financial management and other services (services provided to departments and agencies at a price and quality that is competitive with services available from other sources).
Access: Requests for records of individual departments or agencies should be directed to the department or agency concerned.
Format: Computer databases and files.
Program Record Number: PWGSC ABC 130

Central Accounting
Description: The Receiver General maintains records for the central accounts of Canada and produces reports from these records.
Topics: Central accounts; Annual Public Accounts of Canada; annual preliminary financial statements and monthly statement of financial operations of the Government of Canada. The RG maintains a general ledger of the past 10 years. From fiscal year 1999-2000 to present the general ledger contains the account opening and account closing balances for each unique combination of government-wide coding. Prior years contain detailed financial transactions.
Access: requests for records of individual departments or agencies should be directed to the department or agency concerned.
Format: Central data bank is in machine readable form on the PWGSC mainframe.
Program Record Number: PWGSC ABC 145

Insurance Administration Products
Description: Information on the administration of employee benefit plans such as determination of eligibility, maintenance of records, issue of statistical and other reports, and preparation and distribution of instructions to users.
Topics: Public Service Health Care Plan; Public Service Management Insurance Plan; Disability Insurance Plan; Public Service Dental Care Plan

and Post-Retirement Life Insurance Plan and Pensioners' Dental Services Plan.
Access: Files arranged by subject.
Format: Microfilm, computer and cards.
Program Record Number: PWGSC ABC 080

Pay Administration Products

Description: Information on administrative services required for the disbursement of pay and provision of information to employees on their pay; such as input, the compilation, calculation and issuance of pay and information; development and operation of system edits, validation and payroll accounting controls; the production of payroll error and statistical reports and statements of data, required by related systems, of cheque stubs and related statements; and the development and promulgation of user instructions and procedures and web applications.
Topics: Public Service pay, Royal Canadian Mounted Police pay, House of Commons pay, Canadian Forces pay.
Access: Files arranged by subject, by department.
Format: Magnetic tapes, microfilm, databases and hard copy.
Program Record Number: PWGSC ABC 090

Payment Products

Description: Information on the maintenance of records and the making of payments for certain national socio-economic programs and tax-based programs, and government administration, and provision to client departments of related financial and statistical information.
Topics: Old Age Security, Guaranteed Income Supplement; Canada Pension Plan; file maintenance on all of the above; Canadian Jobs Strategy; Veterans Affairs Pensions; War Veterans Allowance; agricultural subsidies; and government annuity payments; Child Tax Benefit, Income Tax refunds, Goods and Services Tax credits and refunds, and suppliers accounts.
Access: Access requests for individual payments should be directed to the program department concerned.
Format: Computer, Microfilm.
Program Record Number: PWGSC ABC 125

Pension Administration Products

Description: Information on the administration of public service employee pension plans, such as determination of eligibility to contribute, calculation of benefits, maintenance of records and web applications, issue of statements reports and instructions, for those pensions covered by the Public Service Superannuation Act and other retirement acts.
Topics: Superannuation payments for public service, Canadian Forces; Members of Parliament Retiring Allowance payments; Judges Pension payments; and file maintenance for Canadian Forces Superannuation, Members of Parliament Retiring Allowance, and Public Service Superannuation.
Access: Access requests for individual cheques or payments should be directed to the program/ department concerned.
Format: Microfilm, magnetic tapes, database, hardcopy.
Program Record Number: PWGSC ABC 075

Personnel Information Products

Description: Information to assist client departments and agencies on personnel matters and processes.
Topics: Extracts from public service pay; information related to personnel functions including Leave, Classification, Pay and Benefits, Staffing, Exclusions, Access to Information, Entitlements and Deductions, Workforce Adjustment and Second Language Evaluation. This information may be government-wide or department specific.
Format: Computer.
Program Record Number: PWGSC ABC 160

Public Money and Banking

Description: Information on arrangements by the Receiver General to establish bank accounts and facilities; establish government banking services; receive, transfer, hold, earn interest on, and make and control disbursements of public money.
Topics: Bank accounts and facilities; signing authorities; reports and statements on Receiver General balances; contracts for services; cheques issued, redeemed, and outstanding; and enquiries and investigations.
Access: Files arranged by Cheque Redemption Control Directorate; files associated with the cheque redemption and reconciliation process, and enquiries are organized by serial/cheque numbers. Access requests about individual payments should be directed to the program/department concerned.
Format: Machine readable records for bank facilities at headquarters. Cheque records and related machine readable records are at the Matane, Quebec office.
Program Record Number: PWGSC ABC 140

Acquisition Branch

Certification Programs for Products and Services

Description: Information on the establishment, maintenance and distribution of certification and qualification listings.

Topics: Development of certification and qualification lists; certification and qualification panels; item certification; item qualification; and certification and qualification listing distribution.

Access: Files arranged by product and company.

Program Record Number: PWGSC SOS 175

Contract Administration

Description: Information on time, cost, performance conditions of the contract; expediting delivery; administering design changes and amendments; and ensuring quality and delivery. Also includes information on termination, settlement, audit, and security arrangements to secure the fulfillment of the contract.

Topics: Monitor time, cost, and performance; expediting and follow-up; design change or deviation; contract amendment; quality assurance; delivery, acceptance, and payment; termination and settlement; cost audit; and plant and personnel security.

Access: Files arranged by contract, company, department, and subject.

Format: Computer, disc, word processor, tapes and microfiches.

Program Record Number: PWGSC SOS 190

Contracting

Description: Information on the procurement of a specific product or service, up to and including the awarding of the contract for purchase, service or lease.

Topics: Description of requirement; sourcing (potential sources of supply); price availability; determination; bid solicitation; contract negotiations; and contract solicitation and award.

Access: Procurement database and Procurement History database. Files are arranged by contract, serial number, by subject, by company and by purchase order number.

Format: Word Processor, tapes, discs, microfiches and computer.

Program Record Number: PWGSC SOS 185

Contracts Approval Process

Description: Procurement forms and supporting documentation requesting approval to enter into or amend a contract which exceeds Director General approval limits and ensures the proposed procurement and contract documentation adhere to policy and contract regulations.

Topics: Procurement plan, contracts request, contracts amendments request, amendment approval form, proposal, certifications (employment equity, Canadian content, etc.), cost-source of finds, price support, sole source justification (for non competitive requirements), basis of payments, bids, evaluation summary, legal opinion, financial opinion, quality assurance opinion, audit and evaluation, risk assessment.

Program Record Number: PWGSC SOS 245

Methods of Supply

Description: Information on methods for satisfying customer product (and service) requirements in a manner which will result in the optimum product, resource, operating and contingent cost.

Topics: Make or buy (make is available within the public sector; buy is obtainable from the private sector); facility evaluation, regional or central acquisition and distribution, lease or purchase; and consignment (arrangements under which goods are shipped for future sale or other purposes).

Format: Word processor and computer.

Program Record Number: PWGSC SOS 010

Project Management

Description: Information on temporary management structures having appropriate authority and responsibility to acquire innovative or substantially complex capital equipment, construction and services.

Topics: Standards; operations; assistance; specifications; sourcing (potential sources of supply); negotiation; assessments of tenders/contracts; customer and vendor liaison; allocations of commodities; purchase requisitions; supply management; and major procurement projects.

Access: Files arranged by contract, subject and project.

Format: Word processor and computer.

Program Record Number: PWGSC SOS 015

Repair, Overhaul, Modification, and Maintenance

Description: Information on repair, overhaul, modification or maintenance in order to achieve the greatest utilization and least cost of the asset.

Topics: Specifications and quality assurance; make or buy; repair, overhaul, modification and maintenance cycle management; and regional distribution of work.

Access: Files arranged by contract, loan agreement number, and company.

Format: Computer documents, negatives and film,

microfilm, photographs and brochures.
Program Record Number: PWGSC SOS 200

Requirements Definition

Description: Information on the need for appropriate levels of value engineering and procurement planning, supported by goods cataloguing, clear specifications and appropriate quality assurance.
Topics: Need determination; value engineering (cost reduction technique); procurement planning, material identification; specifications and standards; quality assurance requirements; Statement of Requirement (time, cost, performance); estimates.
Format: Word processor and computer.
Program Record Number: PWGSC SOS 180

Seized Properties

Description: Information on delivery of management and disposal services to law enforcement agencies for seized, restrained and forfeited assets pursuant to criminal offences.
Topics: Appraisal, inspection, sale, destruction, towing, warehousing, repairs; management of rental agreements, business, various types of financial instruments such as but not limited to GIC, bank accounts, investments.
Program Record Number: PWGSC SOS 215

Standards and Quality Management/ Assurance Services

Description: Information on technical requirements, specifications and standards for products in general recurrent use. Databases: CGSB Invoicing System, CGSB Listing Database and Committee Membership System.
Topics: Development of standards and specifications; standards committees, sales of publications, Electronic Catalogue (ECAT), qualification and certification listing programs to assess products, services and suppliers, registration to ISO 9000 and International Organization for Standardization (ISO).
Format: Word processor and computer.
Program Record Number: PWGSC SOS 205

Traffic Management

Description: Information on ensuring least-cost for shipping or movement of goods via one, or all six modes of transport (air, road, sea, pipeline, rail and off highway).
Topics: Shipping arrangements (inland and overseas); travel and removal services; and freight audit and cost analysis.
Format: Microfiche.
Program Record Number: PWGSC SOS 210

Audit and Evaluation Branch

Auditor General

Description: The holding contains documentation relating to subject matters addressed in the Auditor General's and the Commissioner of the Environment and Sustainable Development reports, and prepared in response to questions raised by the Auditor General and the Commissioner.
Topics: Auditor General reports; Commissioner of the Environment and Sustainable Development report.
Program Record Number: PWGSC AEB 235

Audit and Evaluation

Description: This information holding contains completed audits and evaluations both approved and not approved due to special requests, on departmental programs and activities; the file includes terms of reference, assessments, methodology, analysis recommendations, action plans and follow-up; the holding includes an annual audit and evaluation schedule. Audits are conducted to provide an independent assessment of the efficiency and effectiveness of the department in the achievement of policy implementation, resource deployment, objectives and identifies areas where improvements are required.
Topics: Audit, evaluation, audit methodology, action plan, audit plan, evaluation plan.
Program Record Number: PWGSC AEB 265

Audit Services Canada

Audit Services

Description: Information related to assignments conducted for public service clients.
Topics: Assurance, Accounting and Audit Services – Assurance and Audit Services: identifies, manages and meets the assurance, accounting and auditing needs of management in departments and agencies. Services include the internal audits, financial audits, reviews, verification and assurance engagements in areas of Risk Frameworks, Information Technology and Quality of Information. Cost Audit Services: provide professional audit opinions on the extent to which costs and profits paid to suppliers are fair, reasonable, measurable and in accordance with the terms and conditions of the contract; audit of government suppliers before, during and after the awarding of contracts, including major Crown projects. Contribution (Transfer of Payment) Audit Services: audit of the recipients of government funds to ensure that

their claims are in accordance with the terms and conditions of the agreements. Compliance Audit Services: audit of organizations to ensure that they are complying with federal government statutes, policies and regulations.
Access: Files arranged by subject, assignment number, and client program number. Requests for access to report titles may be directed to PWGSC whereas requests for access to specific reports should be directed to the client departments concerned.
Format: Computer, audio and video tapes, disks, slides, and transparencies.
Program Record Number: PWGSC CAC 135

Corporate Services, Policy and Communications Branch (CSPCB)

Billing
Description: Information on invoicing of client departments and non-government customers to secure payment for goods and services provided.
Topics: Revenue received; recoverable amounts; and invoice or contract.
Access: Files arranged by subject, department and contract number.
Program Record Number: PWGSC CSB 100

Cabinet and Corporate Services
Description: Information on Cabinet activities and summaries of memoranda presented to various Cabinet committees.
Topics: Summaries of memoranda presented to Cabinet by various sponsoring departments on matters of national and international concern.
Access: Computer files and hardcopies classified by Cabinet committee, and by year and memorandum number.
Format: Paper and computer files are held and classified by Cabinet committee.
Program Record Number: PWGSC CSB 295

Communications Strategies
Description: Information on the planning and management of internal and external communication activities and services, as well as the writing, editing, design and production of communications products.
Topics: Communications plans, Doing Business publication, publications and creative services; audiovisual and exhibition services.
Format: Files, slides, photos, films, video cassettes, CD-Roms.
Program Record Number: PWGSC COM 310

Corporate Planning
Description: The holding contains information on the development and issue of strategic planning documents, which define the key priorities on which the department will focus on a medium to long term basis, and information pertaining to various corporate studies.
Topics: Corporate Planning, Business Plan, Report on Plans and Priorities, Departmental Performance Report, Performance Measurement, strategic directions; and Modern Comptrollership.
Access: Electronic and hardcopy files classified by subject.
Program Record Number: PWGSC CSB 240

Corporate Policy
Description: Contains information on the development of departmental policies and positions which conform with government wide policies and programs. These holdings include: Memoranda to Cabinet and supporting documentation, position papers, minutes of internal and interdepartmental meetings and briefing material for senior management. Also contains information about appointment of Crown Corporations' Board of Directors within the Minister's portfolio.
Topics: Environment, aboriginal policy and agreements, federal real property, alternative service delivery, international business development, rural initiatives, compendia of services, federal disability strategy, and green citizenship.
Access: Hard copy files classified by subject, chronologically.
Format: Paper files.
Program Record Number: PWGSC CSB 280

Departmental Briefing Books
Description: This information holding provides the Minister and senior management with an overview of the department and contains data on the organization of the department, including a description of the departments' programs, services and activities. It identifies current issues and provides a financial management overview.
Topics: Vision, roles and expectations, Departmental description and review of activities, calendar of activities, organization charts.
Program Record Number: PWGSC COM 225

Management of Movable Assets
Description: Information on the management of movable assets from the time they are acquired, through their life cycle and ultimate disposal.
Topics: Assets inventory of government departments; vehicle fleet management; lease, rental or loan (of movable assets); production assets (Crown-owned tooling); replacement and retirement; and disposal.

Access: Files arranged by project, company, contract, and loan agreement number.
Program Record Number: PWGSC CSB 195

Media Relations
Description: Information on media and public relations, including press releases, press clippings, responses to questions from the media.
Topics: Listings of press releases, capsules, speeches and contract highlights.
Program Record Number: PWGSC COM 315

Memoranda of Understanding
Description: Memoranda of Understanding that the Department has ratified with Branches within the Department, with other federal departments, agencies or Crown Corporations, or with provincial, territorial or foreign governments.
Topics: An agreement between interested parties establishing their respective rights and responsabilities regarding a project and serving as a basis for a future formal contract.
Access: Documents filed by control number.
Format: Hard copy and diskettes.
Program Record Number: PWGSC CSB 290

Ministerial Correspondence
Description: Correspondence signed by and for the Minister, Deputy Minister and Associate Deputy Minister for the public, other Ministers, MPs and governmental/private sector representatives. The Correspondence Control Manager (CCM), is designed to follow every step of the Minister, Deputy Minister, and Associate Deputy Minister's correspondence.
Topics: Management of Ministerial correspondence to the Minister, Deputy Minister and Associate Deputy Minister. Provides messenger services and mail distribution.
Format: All correspondence is scanned and originals are retained in the Ministerial Correspondence Directorate.
Program Record Number: PWGSC CSB 270

Physical Security
Description: Information on physical security in federally controlled structures.
Topics: Security concerned with physical measures designed to safeguard personnel, to prevent unauthorized access to equipment, installations, material and documents, and to safeguard them against espionage, sabotage, damage, and theft.
Format: Hard copy and electronic records are maintained in a security container.
Access: The records are kept within the directorate and access is restricted to individuals within the security area.
Program Record Number: PWGSC CSB 120

Finance Branch
Financial Analysis
Description: Information on budgetary analysis and control; evaluation of vendor financial capability; financial analysis and the identification of various financing alternatives.
Topics: Budgetary analysis and control; evaluation of vendor financial capability; product resource, formulation of pricing strategies; and identification of financing alternatives.
Access: Files arranged by subject, project and company.
Format: Files arranged by subject, project and company.
Program Record Number: PWGSC FIN 095

Financial Information
Description: PWGSC departmental financial information.
Topics: It includes expenditure, revenue, supplier, customer, budget, forecast and various other financial information maintained by fiscal year for Central Agency reporting or internal operational requirements.
Access: FMS/R is the main financial database used by PWGSC and various reporting tools exist to extract the information at different levels. Access requests should be directed to the Finance Sector of PWGSC.
Program Record Number: PWGSC FIN 030

Government Information Services Branch (GISB)
Canada Gazette Directorate
Description: Publishes Parts I, II and III of the Canada Gazette, the official newspaper of the Government of Canada.
Topics: Official appointments and public notices from federal departments and agencies, proposed regulations, and miscellaneous notices from the private sector (Part I); enacted regulations (Part II); and recent public acts of Parliament (Part III).
Access: The official PDF version and alternate HTML format are available on-line at canadagazette.gc.ca and on the extranet at canadagazetteducanada.gc.ca. Subscriptions to the printed copy, published in 1841,can be purchased through Canadian Government Publishing at publications.gc.ca. Copies can be viewed in libraries across Canada through the Depository Services Program.
Format: Printed copies and microforms.
Program Record Number: PWGSC GIS 400

Corporate Planning and Evaluation
Description: The Program Records belong to the former Communication Canada. The documents are from September 1, 2001 to March 31, 2004. The holding contains information on the development and issue of strategic planning documents, which define the key priorities on which the department will focus on a medium to long term basis; information pertaining to various corporate studies and evaluations.
Topics: Corporate Planning, Business Plan, Report on Plans and Priorities, Departmental Performance Report, Performance Measurement, strategic directions.
Access: Computer files and hard copy classified by subject.
Program Record Number: PWGSC GIS 410

Departmental Briefing Books
Description: The Program Records belong to the former Communication Canada. The documents are from September 1, 2001 to March 31, 2004. This information holding provides the Minister and senior management with an overview of the department and contains data on the history and organization of the department, including an introduction to the department, a description of each sector, identifies current issues and provides a financial management overview.
Topics: An introduction to the departments, a description of each sector, current issues and a financial management overview.
Access: Computer files and hard copy classified by date and subject.
Program Record Number: PWGSC GIS 005

Executive and Corporate Services
Description: The Program Records belong to the former Communication Canada. The documents are from September 1, 2001 to March 31, 2004. The holding contains information on the development of departmental policies and positions, which conform to government wide policies and programs. These holdings include: memoranda to Cabinet and supporting documentation, Treasury Board submissions, concept papers and briefing material for senior management.
Topics: Government online and other issues arising periodically.
Access: Computer files and hard copy classified by subject.
Program Record Number: PWGSC GIS 425

Exhibitions Program
Description: Information regarding its Canada Pavilion and related exhibitions activities.
Topics: Any event in which the government is exhibiting with the Canada Pavilion coordination of departmental participation at events and coordination of departmental exhibitions plans.
Access: Information on each project coordinated by GISB is stored in hard copy and computer files.
Format: Paper.
Program Record Number: PWGSC GIS 430

Industrial Security Sector
Description: Information on security programs to protect national and international classified and other sensitive information related to government contracts and projects available to industry by government departments.
Topics: Agreement and exchanges (information between Canada and other Countries); industrial contracts; industrial facility security clearances or checks; industrial information protection; material and classified or other sensitive documents control; North Atlantic Treaty Organization security; industrial security training.
Access: Files arranged by subject. Files are accessed by industrial security personnel with appropriate clearance level. Departmental Industrial Security Information System (DISIS).
Format: Automated system for industrial personnel security clearance or reliability check files.
Program Record Number: PWGSC GIS 105

International and Intergovernmental Cooperation
Description: Provides PWGSC with processes for participating in foreign visits and intergovernmental cooperation as part of knowledge sharing through exchange of best practices, and uses this information for project management and reporting purposes.
Topics: Planning Foreign Visits, Documentation and Reporting, Decision and Implementation Processes, Management Procedures, Logistics Preparation, Federal-Provincial-Territorial Activities.
Access: Files are arranged by activity, project and country.
Format: Paper working files.
Program Record Number: PWGSC GIS 035

Marketing and Advertising
Description: Information on radio, TV, print and Internet campaigns, as well as guides to government services.
Topics: Advertising campaigns and promotional activities.

Access: Campaign descriptions accessible on GISB Web site.
Program Record Number: PWGSC GIS 435

Public Opinion Research Services
Description: Information on public opinion research commissioned by government departments and agencies.
Topics: Current activities or events about which the government may be interested in conducting public opinion research, such as public health, the environment, government communications and security.
Access: Information on each project submitted to PORD is stored in hard copy and/or computer files. Public opinion research final reports are sent and deposited with Library and Archives Canada and the Library of Parliament.
Program Record Number: PWGSC GIS 445

Publishing and Depository Services
Description: Information on and access to publications produced by Canadian federal government departments and agencies; information on the depository library community.
Topics: Federal publications, Depository libraries, Government Information sources.
Access: Bibliographic records accessible by author department, publication title, subject.
Format: The Depository Services Program's computer database called Government of Canada Publications database.
Program Record Number: PWGSC GIS 420

Consulting Services
Description: Information related to assignments conducted for public service clients.
Topics: Services: Program Support Services: assists departments in program delivery to Canadians. Consulting Services – Human Resources and Organizational Development: provides an array of services related to organization and program design, organizational restructuring, organization development, culture transition and change management, leadership development and executive coaching, competency-based management, organizational learning, human resources planning, dispute resolution and conflict management, workplace well-being, ethics and values and e-learning. Knowledge Management: provides a range of services related to the processes by which people create, use, locate and understand information, including: knowledge management frameworks and strategies, records and document management; Information storage, retrieval and presentation; and

Web content management and Website design. Information Technology Management: assists managers in IT policy development and strategic planning, IT systems security and maintenance and IT systems design/management and through all stages of IT projects, including set-up and start-up, oversight and quality assurance, and emergency response. Financial Management Services : offers a range of services related to financial management frameworks, financial analysis, reporting and reviews, financial systems and processes, costing studies and forecasting, requests for funding and corporate administrative services. Project Management: provides project management support, assists managers with requirements definition and in establishing effective project management offices. Performance Management and Regulatory Services: services include policy and program review andevaluation; performance measurement and reporting frameworks; Results-based Management and Accountability Frameworks (RMAFs); service quality and client satisfaction measurement and review; risk management and risk analysis; statistical and economic analysis and surveys; benefits-cost analysis; forecasting, modelling and simulation; regulatory process management reviews and regulatory impact analysis. Governance: provides analysis and support for policy consultation and development; selection/ design of service delivery arrangements; corporate governance and accountability frameworks; strategic business and operational planning and business process improvement. Sustainable Development and Environmental Management: supports departments in the development of sustainable development strategies and action plans; environmental management systems and environmental audits; social, economic and environmental indicators; and regional development planning. International Services Directorate (ISD): supports the international initiatives of federal government departments and agencies by providing value-added management consulting and audit services (e.g., CIDA international aid projects) and, upon request, to foreign government and international organizations.
Access: Consultants/CIDA database: Self-registration, self-profiling online database, focussing on consultants in International Development, used by ISD/CIDA for matching assignment criteria with consultants and for establishing short lists for competitive processes.
Format: Computer, audio and video tapes, disks,

slides, and transparencies.
Program Record Number: PWGSC GIS 135

Human Resources Branch

Complaints – Official Languages
Description: This databank contains the complaints made under the Official Languages Act.
Topics: Interpretation of the Official Languages Act and regulations, linguistics rights and obligations and resolution of complaints related to official languages and support to section 41, minority associated to Official languages.
Format: A computerized databank records all complaints. Copies of complaints are kept in the Human Resources Planning Branch, HRS.
Program Record Number: PWGSC HRB 280

Personnel Management
Description: Information on personnel management policies, practices and procedures.
Topics: Classification; staffing; human resources; occupational health and safety; official languages; salaries and wages; employee relations; training and development.
Access: Files arranged by subject. Human Resources Management Systems (HMRS), Integrated Training System (ITS), WinOrg and Leave Information Management System (LIMS).
Program Record Number: PWGSC HRB 305

Information Technology Services Branch

Chief Information Officer
Description: Information related to the mandate and functions of the Chief Information Officer (CIO).
Note: GOL portion only.
Topics: Government On-Line; Public Key Infrastructure; Organizational Readiness; Communications; Departments and agencies, Government on-line (GOL).
Program Record Number: PWGSC CIO 040

Communications and Public Relations
Description: Information on communications plans and activities including Web development.
Note: GOL portion only.
Topics: Communication; Government On-Line (GOL); Internet – intranet, procedures, publiservice, reports and statistics, strategic plans.
Program Record Number: PWGSC CIO 125

CS Development Program (non CS and CS-01)
Description: The CS Development Program (formerly known as the "CS Trainee Program") is a special two-year apprenticeship program for post-secondary graduates, as well as current employees. Candidates who have completed

the Program's requirements are prepared to be appointed to as CS-02 level position.
Topics: Apprenticeship Program; CS-02 appointment without competition.
Access: Workforce Development Services.
Program Record Number: PWGSC CIO 045

Gateways and Clusters Division
Description: Information on the implementation of the Cluster Blueprint which organizes Government of Canada Internet-based information and services according to client groups and subjects.
Topics: Vision, strategy and governance for Gateways and clusters, funding strategy for gateways and clusters; Gateway and cluster plans and deliverables; GOL – Clusters; Cluster Blueprint.
Program Record Number: PWGSC CIO 001

GOL Analysis Division
Description: Information on GOL funded projects, departmental plans and progress, departmental reporting.
Topics: Analysis of GOL plans; Project charters and memoranda of understanding on GOL-funded projects, pathfinder and pilot projects, GOL project reporting, guidance to departments on GOL projects and plans; departmental liaison on GOL Plans and reports of government departments and agencies for reaching established targets.
Program Record Number: PWGSC CIO 065

GOL and Service Strategy Division
Description: Information on the overall strategy, policy direction and governance of the Government On-Line Initiative, on multi-channel service delivery and on Service Canada. Service Canada is a collaborative inter-departmental initiative that is providing multi-channel one-stop access to a wide range of Government of Canada information and services. This network is made-up of a toll-free number (1 800 O-Canada), the Government of Canada primary web site and in-person access centres. As of April 1, 2002, the operational lead for the Service Canada in-person network was transferred to Social Development Canada (SDC). GISB maintains responsibility for the Canada site and 1 800 O-Canada.
Topics: Service Strategy; Service Canada, Annual public reporting on GOL; multi-channel service delivery; Departmental leads for GOL (GOL Leads); research; division management; GOL – Clusters; Contact lists; Contracts; Division administration; Framework and strategy; Governance; Investment strategy; Liaison – Core departments and agencies, international, non-

core departments and agencies; Management of information; Outreach; Portals; Program support centre; Program/project management; Public access; Reporting and monitoring; Research; Service transformation.

Program Record Number: PWGSC CIO 050

Government Telecommunications Services

Description: Information on a full range of telecommunications facilities and services for federal departments and agencies, including shared and customized voice and data systems, Government of Canada telephone directories, and professional and advisory services.

Topics: Systems: data, dedicated, voice, shared, intercity network consolidation, teleconferencing; coordination: guidelines and standards, interdepartmental coordination; telecommunications projects, research, policy and planning.

Program Record Number: PWGSC ITS 165

Infrastructure Architecture and Security Division

Description: Information on the Government of Canada Public Key Infrastructure, including progress across the federal government departments and working groups, and liaison with other levels of government and the private sector.

Note: GOL portion only.

Topics: Certification Policies; Committees-cross-certification and interoperability sub-committee (XCIS), Framework establishment and documentation sub-committee (FEDS), Policy and Legal sub-committee (PALS), Security domain architecture, Senior interdepartmental lead committee (SILC); Communications; Conferences and Trade Shows; Cross-certification; Electronic Authorization and Authentication; Electronic Commerce; Enterprise-Wide Entrust License; Information Management; Liaison -International-General, International Records Management Trust; Liaison- Provinces; Liaison with Companies, Firms, Associations; Liaison with Departments and Agencies – Social Development Canada (SDC), Public Works and Government Services (PWGSC), Treasury Board Secretariat – policies; Meetings – Directory Management Authority (DMA), Electronic Services Delivery (ESD), Policy Management Authority (PMA) – new, advisory, executive committee ; Policy – Electronic service delivery. Policy Law; Projects – Pathfinders, Secure Messaging Pilot; Record and Archives Working Group Technology – General Technology – Directories, Standards, Vendors IT Security (ITS), IT Security Standards (ITSS); management trust

Architecture and Infrastructure; Governance; Plans and Projects; Policy and Procedures; Standards – general, TBITS; Strategic IM/IT Infrastructure (SII); Administration; Financial monitoring; Governance; Guidelines; Project management; Architecture – Consultations, planning; SII Project Management Office (PMO), administration, ad hoc material, Business plan, IMIT collaborations, Committees and meetings, Communications, Information management, Funding, Governance; Liaison – Government on-line (GOL), Human resource (HR), Information technology security (ITS); Policies; Presentations; Research; Status Reports; Program management.

Topics: Architecture and Infrastructure; Governance; Plans and Projects; Policy and Procedures; Standards – general, TBITS; Strategic IM/IT Infrastructure (SII); Adminitsration; Financial monitoring; Governance; Guidelines; Project monitoring; Architecture – Consultations, planning; SII Project Management Office (PMO), administration, ad hoc material, Business plan, CIOB tracking, IMIT collaborations, Committees and meetings, Communications, Information management, Funding, Governance; Liaison – Government on-lne (GOL), Human resource (HR), Information technology security (ITS); Policies; Presentations; Research; Status Reports; Program management; Secure Channel; Strategies and Services; GE Net; Messaging Systems; Front Channel; Secure Channel; Infrastructure Pathfinder Projects; Treasury Board Information Technology Standards (TBITS); Electronic Forms; Public Service Reference Model; Enterprise Architecture; Technical Architecture; Grants & Contributions Business Architecture; Business Architecture; Electronic Supply Chain Business Architecture; Web Accessibility Architecture and Standards; Accessible Architecture; Web Accessibility Testing Services (WATS); Portal Architecture; Domain architecture Teams (DATS); and Architecture Principles; Core Architecture Team (CAT); Architecture Review Board (ARB); Secure Management Handling System (SMHS); Federated Architecture Program 1.0 and 1.1; Federated Architecture Program 2.0; Results Chain Analysis; Architecture Maturity Methodology; Be-XML; Architecture Methods and Practices Interoperability; Architecture Artifacts; Secure Architecture; Network Architecture; Addressing Standards, Character Sets and Coding, Common Reference Data Definitions, Dbase, Directory, Electronic Data Interchange, Electronic Document Standards, Expert Systems Standards, Geomatics,

Imaging Systems Standards, Information Systems Engineering, Information Technology Vocabulary, Integrated Services Digital Network, Keyboard Standard, Office Systems Standards, OSI Implementation Committee/Profile, Programming Languages and Operating Systems, Single Business Registration Number, Software Engineering, Software Quality Assurance, Telecom Wiring System, Thesaurus Standards Working Groups.
Program Record Number: PWGSC CIO 030

Organizational Readiness Office
Description: Organizational Readiness Office (ORO) strategically supports initiatives by departments, agencies and communities to develop appropriate tools, business practices and approaches to help managers in the Information Technology, Information Management and Service Delivery communities ensure their workforces are ready for the challenges of delivering integrated, client centred services via multiple channels in the language of the citizen's choice.
Topics: Organizational Readiness Office; Awards and recognition program for Treasury Board Secretariat; Committees; Community renewal presentations; Community Renewal Website; Computer Systems (CS) Community; CS Bridging Program (CSBP); CS Technical Stream project; Communities of practice; competency-based HR management; competency profiles for IT; Demographics; IM/IT awareness for non IM/IT executives and managers; Government-on-line (GOL); IM/IT Executive Development Program (EDP); IM/IT Management Development Program (MDP); IT Learning and Professional Development, Liaison/Partners, Management Reports/Updates; Position – Work descriptions for the IM/IT community; Presentations; Project Management (PM-PDP) Recruitment/ Compensation for the IM/IT Community; Service community; Small departments project – IT survey; Universal classification standards (UCS) for the IM/IT community.
Program Record Number: PWGSC CIO 070

Service Transformation
Description: Information on the GOL investment strategies, implementation and service transformation and integration, as well as gateways and clusters management.
Note: GOL portion only.
Topics: Service transformation.
Program Record Number: PWGSC CIO 002

Shared Travel Services Initiative (STSI)
Description: Information on the first shared services initiative in the Government of Canada, and one of several non-legislated initiatives related to the modernization of human resources management.
Topics: Travel, employee travel, shared travel, shared services, human resources modernization, expense management, business intelligence, information management, automated services, travel policy.
Access: Shared network drive.
Format: Electronic and paper records.
Program Record Number: PWGSC ITS 220

The Institute
Description: Information on students participating in IM-IT training. Information held for the following purposes: invoicing, student course tracking, reporting (i.e. Departmental statistics), records maintenance and communications (throught email and mail) with students.
Topics: General information on students within the Federal, Provincial and Municipal governments, who participate in IM-IT training.
Program Record Number: PWGSC CIO 075

Real Property Branch

Asset Management
Description: Information on the programming operation, maintenance and general upkeep of assets including buildings owned and leased by the Crown and other special purpose assets.
Topics: Facilities management including property and facilities management agreements, open office landscaping, redecorating, horticulture, moving, parking, housing, and historical implications; and building operations including utilities, inspections, cleaning, elevators, eating facilities, garbage disposal and pest control.
Format: EDP systems, maps, plans, and photographs.
Program Record Number: PWGSC RPB 065

Buildings and Lands
Description: Information on the provision of real estate services to government departments and agencies.
Topics: Acquisition; appraisals; deeds and title documents; expropriations; easements; heritage properties; title claims; marine; Harbour Commission properties; breakwaters; wharves; offers of sites and buildings; sale of lands; transfer and zoning of land.

Format: Machine-readable records, microfiche, drawings, plans, maps.
Program Record Number: PWSGC RPB 045

Design and Construction
Description: Construction programs.
Topics: Construction and quality assurance; master construction specifications; consultants project control; cost planning and estimating; environmental analysis; landscaping and site development standards; project control systems; reports and unsolicited proposals; questionnaires; electrical, mechanical, marine and civil engineering.
Format: EDP systems, slides and film, brochures, microfilm, photographs.
Program Record Number: PWGSC RPB 025

Energy and Sustainable Development
Description: Information on PWGSC energy and sustainable development program.
Topics: Guidelines and standards; information exchange and cooperation; studies; building energy systems analysis; district heating and cooling; solid waste management; solar energy programs; geothermal energy and thermography strategies for greenhouse gas reductions; greening opportunities in buildings.
Format: Machine-readable records, photographs, cartographic records, microfilm videotapes, and disc storage.
Program Record Number: PWGSC RPB 055

Payments in Lieu of Taxes
Description: Information on payments to municipal, school, provincial, territorial and other taxing authorities in lieu of real property tax for a taxation year and in lieu of frontage or area tax in respect of federal property situated within the area in which the taxing authority has power to levy and collect real property tax or the frontage or area tax.
Topics: Payments to municipalities, taxing authorities, Payments in lieu of taxes Act, federal property, municipal services, real property tax, taxable property owner, evaluation, appraisals, Crown lands, federal programs and property assessment.
Access: Files are arranged by region with their taxing authorities in alpha-numeric order.
Format: Hard copymMaps, sketches, plans, photographs (digital and hard copy) and electronic database.
Program Record Number: PWGSC RPB 115

Project Files
Description: Information on projects undertaken such as renovations, alterations, minor works and repairs to buildings, civil and marine structures, as well as such work as dredging, landscaping and paving.
Topics: Planning and design; consultants; tendering and contract award; construction payments; claims; change orders; meetings; project scheduling; reports; shop drawings; testing; fine art (see also PWC 015); graphic images/records of prestigious projects such as Parliantary Precinct; graphic records of real property asset facility management; and materials and equipment.
Format: Machine-readable records, microfilm, microfiche, maps, plans, photographs and specifications.
Program Record Number: PWGSC RPB 030

Project Management
Description: Information on temporary management structures having appropriate authority and responsibility to acquire innovative or substantially complex capital equipment, construction and services.
Topics: Standards, operations; assistance; specifications; sourcing (potential sources of supply); negotiation; assessments of tenders/contracts; customer and vendor liaison; allocations of commodities; purchase requisitions; supply management; and major procurement projects.
Access: Files arranged by contract, subject and project.
Format: Word processor and computer.
Program Record Number: PWGSC SOS 015

Property Development
Description: Information on federal land management.
Topics: Redevelopment strategies and inventory rationalization.
Format: Maps, plans, photographs.
Program Record Number: PWGSC RPB 150

Property Inventories
Description: (Law records) Inventories of properties owned or leased by the federal government and its agencies.
Topics: Inventories; Directory of Federal Real Property inventory; Public Works and Government Services Canada real property inventory.
Format: EDP systems, microfilm records, maps, survey plans, photographs, prints, and film.
Program Record Number: PWGSC RPB 060

Real Property

Description: Information on the provision of accommodation and related services to government departments and agencies.
Topics: Assignment and use of space; eating facilities; guidelines and standards; parking studies and surveys; charging; housing; lettings; space management and planning.
Format: Machine-readable records, maps.
Program Record Number: PWGSC RPB 040

Research and Innovation

Description: Information on innovative products/systems/processes arising from research, demonstration and transfer activities applied to real property assets.
Topics: Properties and performance of new materials; laboratory and on-site testing results on the performance of building components; tools and methodologies for risk reduction due to hazards such as earthquake or fire; data and analysis of specialized structures such as PEI bridge.
Format: Hard copy report, EDP systems, films, CDs, disc storage.
Program Record Number: PWGSC RPB 155

Signs and Plaques

Description: Information on the federal identity program and the design and development of standard signage.
Topics: Identification of buildings; national signage program and its implementation.
Access: Files arranged by topic.
Format: Computer disk and hard copy.
Program Record Number: PWGSC RPB 170

Specifications

Description: Specifications and Canadian government master specifications.
Topics: Specifications – architectural, structural, landscaping, food services, conveyor systems, mechanical, electrical and civil.
Format: Microfiche.
Program Record Number: PWGSC RPB 020

Surplus Properties

Description: Information on the disposition of properties or structures surplus to the needs of government departments and agencies.
Topics: Notice of excess Crown property; demolition; disposal; surplus properties and enquiries for real property.
Format: EDP systems and microfilm records.
Program Record Number: PWGSC RPB 085

Translation Bureau

Services

Description: Information on translation services, simultaneous interpretation, sign language service and other linguistic services, notably terminology, training and translation quality evaluation provided to government institutions. Information System of Linguistic Contract Services.
Topics: General; associations and organizations; bilingualism; conferences and seminars.
Program Record Number: PWGSC TRA 220

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Administration and Management Services

Automated Document, Records and Information Management Systems

Business Continuity Plans

Hospitality

Human Resources

Information Technology Services

Physical Security

Proactive Disclosure

Relocation

Travel

Particular Personal Information Banks

Accounting, Banking and Compensation Branch

Claim for Payment on an ex Gratia Basis

Description: This bank consists of information provided by individuals from the public, businesses and non-profit organizations who are making claims on a voluntary basis against the Government of Canada for losses and/or extraordinary expenses incurred during Summit activities. Claimants complete the Claim for Payment on an Ex Gratia Basis form. The data requested on this form includes: description of losses and/or extraordinary expenses incurred during Summit, claimant name, contact details (address, phone and fax numbers), and claimant insurance details (insurance policy number, company, broker, details of insurance claim). Business and non-profit organizations must

additionally provide their Goods and Services Tax Number (GST), Business Number (BN), Procurement Business Number (PBN), or Corporate Income Tax Number, and may also name staff and provide information submitted by their staff and volunteers to substantiate claims.

Class of Individuals: Commercial businesses and their employees, non-profit organizations and their employees and volunteers, and individuals of the public submitting claims.

Purpose: Information in this bank is collected to assess claim eligibility and issue payment by the federal government of Canada in accordance with the Financial Administration Act and TBS policies.

Consistent Uses: Information in this bank may also be used to advise claimants on the status of their claim, to track processing of claims, and to issue T4A receipts under the authority of the Income Tax Act. (Reference: PWGSC PPU 051).

Retention and Disposal Standards: Records are retained for six years after last administrative use and then destroyed.

RDA Number: 98/005
Related PR#: PWGSC ABC 125
TBS Registration: 005255
Bank Number: PWGSC PPU 052

Direct Deposit Interface System

Description: This bank contains information on payment data received from various payment systems for the purpose of delivering payment data to financial institutions for deposit to a recipient's account. This bank contains recipients' Financial Institution Branch and Account numbers, the user cross-reference number used by the payment system to identify the payee and the payee's name.

Class of Individuals: Retired federal employees and members of the general public residing in the U.S. receiving a pension payment from the federal government via direct deposit.

Purpose: The purpose of this bank is to effect direct deposit payments.

Consistent Uses: The information in this bank is used to effect direct deposit payments and for reconciliation and inquiry purposes.

Retention and Disposal Standards: All payment data is purged from the Direct Deposit Interface System (DDIS) database 120 days after due date and saved on microfiche for an indefinite period of time. The payment tape to financial institutions is retained by CRCD in microfiche form for a period of six years in accordance with payment instrument regulations. The financial records have a retention period of six (6) years, whether they are electronic

or paper and then destroyed.

RDA Number: 98/005
Related PR#: PWGSC ABC 075
TBS Registration: 002784
Bank Number: PWGSC PPU 040

PWGSCs T1204 Tombstone Information

Description: PWGSC supplier identifier: legal name of business entity or individual; address including postal code; business type, contractor (either individual, partnershipor corporate); and one or more of the following Revenue Canada identifiers – SIN, Business numbers, GST/HST number.

Class of Individuals: Suppliers providing services to PWGSC. These suppliers are individuals or partnerships.

Purpose: The information described above is required to enable PWGSC to issue T1204 supplementary slips to its service contractors in accordance with the TB Information Bulletin of April 30, 1998.

Consistent Uses: This information will only be used to issue T1204 supplementary slips.

Retention and Disposal Standards: Minimum of six years from the end of the last taxation year to which it relates and then destroyed. The legal authority for retention/disposal of the information related to tax document i.e., T-4s comes from the Canadian Income Tax Act under article 230(4) and the same limitation is imposed by la Loi sur le Ministère du Revenue for Québec.

RDA Number: 86/001, schedule 4.
Related PR#: PWGSC SOS 185
TBS Registration: 004154
Bank Number: PWGSC PPU 051

Receiver General Buy Button (RGBB) Credit Card Numbers

Description: This bank contains credit card numbers and corresponding expiry dates that individuals have voluntarily provided as customers purchasing goods and services from a federal government department or agency using the Receiver General Buy Button (RGBB) to authorize payment. Also, this bank contains basic transaction information such as total purchase amount, department, transaction ID, and bank authorization number.

Class of Individuals: Members of the public who are customers purchasing goods and services from a federal government department or agency using the Receiver General Buy Button (RGBB) to authorize payment.

Purpose: The credit card numbers and corresponding expiry dates are required from

customers purchasing goods and services from a federal government department or agency to process authorization and settlement of payment by credit card. The remaining basic transaction information is required to include in a payment receipt displayed to the customer.

Consistent Uses: The information contained in the Bank will be used for the purpose of processing credit card payments and, therefore, partial disclosure to a third party payment service provider is required for the processing. The information (partially masked credit card number) will also be available to the originating selling department (only) in reports and online for administrative purposes (ie – refunds, reporting and reconciliation).

Retention and Disposal Standards: The data maintained in this Bank is retained for six (6) fiscal years after the fiscal year in which the transaction occurred (accounts receivable – revenue). Data is subsequently disposed of, by means of destruction.

RDA Number: 99/004
Related PR#: PWGSC ABC 100
TBS Registration: 005380
Bank Number: PWGSC PPU 100

Standard Payment System

Description: This bank contains payment data received from various entitlement systems, financial institutions, program departments, the general public and Cheque Redemption Control Directorate. Information includes basic payment data (name and address of recipient, amount, date of issue, financial institution branch and account numbers, the user cross-reference number used by the payment system to identify the payee and the payee's name) plus the status of the payment at various points in the life cycle and control information. The bank may also contain stub information related to the calculation of the entitlement.

Class of Individuals: All members of the general public receiving payments from the Receiver General.

Purpose: The purpose of the information is to support the issue and post-issue processes required by the Receiver General payment function.

Consistent Uses: The data is used to effect payments, take follow-up action if cheques are lost, stolen or damaged, and respond to enquiries.

Retention and Disposal Standards: Stub information is deleted when the payment is cashed or canceled. Information on redeemed payments is retained on line for a period specified by the

program department, on average four months following redemption. The data is then purged from the SPS database and transferred to tape, where it is retained for six years. The archived data is available online throughout that period. The financial records have a retention period of six (6) years after the last administrative action, whether they are electronic or paper and then destroyed.

RDA Number: 98/005
Related PR#: PWGSC ABC 125
TBS Registration: 003964
Bank Number: PWGSC PPU 085

Acquisitions Branch

Buyer Information

Description: This bank contains both personal and business information on potential sources for the sale of surplus Crown assets. The information held includes name, address, phone number, company warehousing and distribution capabilities, lists of commodities of interest, payment records, bids offered, successful bids, credit ratings, performance ratings on period contracts, volume of surplus goods bought and sold.

Class of Individuals: Individual buying or bidding on surplus Crown assets or companies buying surplus Crown assets for the purpose of reselling it.

Purpose: To select buyers to solicit when selling surplus Crown assets; to provide trend analysis through historical statistics.

Consistent Uses: None.

Retention and Disposal Standards: Inactive records are kept for three years after the last administrative action is taken and then destroyed. Active records are amended as appropriate.

RDA Number: 84/009
Related PR#: PWGSC SOS 085
TBS Registration: 003317
Bank Number: PWGSC PPU 026

Register of Suppliers

Description: This bank contains information on suppliers of materials and equipment. It contains names, addresses, commodities available from the supplier and details of previous departmental purchases, if any. Information in this bank is held at Headquarters and in regional offices.

Class of Individuals: Suppliers of materials and equipment.

Purpose: This bank is used to assist in the selection of suppliers.

Consistent Uses: None.

Retention and Disposal Standards: Information is maintained for two years after the last

administrative action and then destroyed.
RDA Number: 78/001
Related PR#: PWGSC SOS 185
TBS Registration: 000709
Bank Number: PWGSC PPU 071

Vendor Sourcing Records
Description: This bank contains business information such as financial data, indications of suppliers' manufacturing and distribution capabilities, lists of main products, equipment or services provided, and performance reports. It may also contain personal information such as names, addresses, commodities available from the supplier, details of previous departmental purchases, if any, personal histories and characteristics, education and performance of sole proprietors or partners.
Class of Individuals: Individual companies/ suppliers who wish to do business with the Department.
Purpose: To identify potential suppliers.
Consistent Uses: None.
Retention and Disposal Standards: Five-year retention period after the last administrative action and then destroyed, for automated records; two years for manual records after the last administrative use and then destroyed.
RDA Number: 69/048
Related PR#: PWGSC SOS 185
TBS Registration: 001367
Bank Number: PWGSC PPU 005

Corporate Services, Policy and Communications Branch (CSPCB)
Information Disclosed to Investigative Bodies
Description: This information bank contains a copy of access requests pertaining to personal information on Treasury Board form 350-56E(Rev. 1993/02): "Request for Disclosure to Federal Investigative Bodies", forwarded by investigative bodies as listed in Schedule II of the Privacy Act to the Department of Public Works and Government Services Canada under paragraph 8(2)(e) of the same Act. These nationwide requests are made concerning individuals for the purpose of law enforcement. The bank contains requests from investigative bodies such as police forces for the purpose of complying with a subpoena or warrant issued or order made by a court under paragraph 8(2) a) and c) of the Act. The bank also contains the replies to such requests and gives particulars concerning information related to their processing.
Class of Individuals: Individuals involved in investigations under the Criminal Code, federal

and provincial statutes and municipal by laws.
Purpose: The purpose of this bank is to document requests under paragraph 8(2)(e) of the Privacy Act.
Consistent Uses: This bank will allow for the auditing of the procedures utilized for the exchange of personal information with investigative bodies under paragraph 8(2)(e) of the Privacy Act.
Retention and Disposal Standards: Records are retained for two years after the last administrative action has been taken, after which the records are destroyed.
RDA Number: 98/005.
Related PR#: PWGSC CPI 300
TBS Registration: 001836
Bank Number: PWGSC PPU 035

Government Information Services Branch (GISB)

Citizen Information Initiative Mailing List
Description: This information bank contains the names and addresses that respondents provided to the Government Information Services Branch on postage-paid reply cards included in Your Guide to Government of Canada Programs and Services. This bank may also contain comments provided by Canadians who complete comment cards found in various Government of Canada publications.
Class of Individuals: The information relates to Canadians who indicated a copy of the guide in the mail and who indicated that they wished to be kept aware of GOC programs and services.
Purpose: To create and maintain mailing lists that will enable the Government Information Services Branch to keep people aware of GOC programs and services.
Consistent Uses: None.
Retention and Disposal Standards: The information will be retained for two years. Individuals who wish to have their names removed from the list can obtain it.
RDA Number: To be established.
Related PR#: PWGSC GIS 440.
TBS Registration: 004230
Bank Number: PWGSC PPU 120.

Controlled Goods Registry Information
Description: Established under the authority of the Defence Production Act (DPA).Controlled Goods Program requires all "persons" examining, possessing, or transferring controlled goods in Canada to be registered, excluded or exempted from registration. The Controlled Goods Regulations came into effect April 30, 2001.

Controlled goods (listed in the Schedule to the DPA) include Group 2 (with some restrictions), Group 5 (item 5504) and Group 6 of the Export Control List made under section 3 of the Export and Import Permits Act. This bank contains information on applicants such as: registration number; type of Controlled Goods; biographical information such as surname, full given name(s), family name at birth, all other names used (nicknames), date of birth, and gender; information on criminal history such as conviction of a criminal offence in or outside of Canada for which a pardon has not been granted, the RCMP fingerprint form, description of the charges, name of police force and location, date of conviction; legal status of business, sole proprietorship, partnership, ownership; designated official; business location(s); telephone number; expiry date; and, certification.

Class of Individuals: All "persons" who are in a position to lawfully examine, possess or transfer controlled goods in Canada. This includes visitors, temporary workers, sole proprietorships, partnerships and other business enterprises.

Purpose: To register and monitor all "persons" who are examining, possessing or transferring controlled goods.

Consistent Uses: To record information on all "persons" registered or exempted from registration (visitors and temporary workers) in the Departmental Industrial Security Information System (DISIS). This information is updated on a daily basis.

Retention and Disposal Standards: Reviewed and updated every five years.

RDA Number: To be established.

Related PR#: PWGSC GIS 105

TBS Registration: 005093

Bank Number: PWGSC PPU 045

Industry Personnel Clearance and Reliability Records

Description: This bank contains personal history data, fingerprints, oath of secrecy, social insurance number, consent, briefing request and authorization and citizenship documentation (if applicable), certification of reliability, credit information as well as correspondence related to the security clearance or verification of reliability of industry personnel.

Class of Individuals: Canadian industry personnel.

Purpose: To record security clearance and verification of reliability data on applicable Canadian industry personnel.

Consistent Uses: None.

Retention and Disposal Standards: If not renewed, records are destroyed three to five years after date of security clearance or verification of reliability.

RDA Number: 79/018

Related PR#: PWGSC GIS 105

TBS Registration: 001369

Bank Number: PWGSC PPU 015

Internet Services

Description: E-mail: This bank may contain the names, home/e-mail addresses, telephone/facsimile numbers and Internet provider addresses of individuals who have submitted solicited or unsolicited information to the Canada Site or GISB's Internet site using comment/question forms and by sending free-form e-mail to the site. The bank includes responses to such comments/questions and any other information relevant to the processing of such comments/questions. Server Logs: It may also contain personal information captured, by the Canada Site's server (server logs) such as Internet Server Provider addresses, over the course of normal navigation through the site. User metrics for Site Enhancements: In order to optimize service to users through the Canada Site, information on site usage patterns may be collected through a Statistics Program or the About Canada application. Optional Services: Customization, E-mail Notification – Users who choose to participate in these services, will through the nature of this activity, have provided personal information so that the Government of Canada can provide them with personalized information. These databases contain usernames, passwords, email addresses.

Class of Individuals: Canadians and international public who have access to the Internet.

Purpose: This information is compiled in order to process the comments/questions received and to track the responses given. The information is made available to GISB personnel in order to provide a response to the inquiry, and for the purposes of improving service to our Website clientele. The information is also used to provide e-mail updates of new links added to the site, bookmark profiles, statistical analysis of usage of the site.

Consistent Uses: The information will be used by various members of GISB who are responsible for maintaining pages on the Department's Internet sites.

Retention and Disposal Standards: To be established.

RDA Number: To be established.

TBS Registration: 005372
Bank Number: PWGSC PPU 115

Private Sector Resources
Description: Inventories of registered private sector resources; individuals and firms.
Class of Individuals: Individuals and firms of the private sector.
Purpose: The information is used in the registration process by which private sector resources seek consideration for assignment work with Consulting Services Canada.
Consistent Uses: No Consistent Uses have been identified at this time.
Retention and Disposal Standards: Records are retained for three years or until updated by the registrant, whichever comes first and then destroyed.
RDA Number: To be established.
Related PR#: PWGSC GIS 135
TBS Registration: 001371
Bank Number: PWGSC PPU 025

Skills Inventory System
Description: The system provides information on the skill sets of registered private sector resources.
Class of Individuals: Individuals and firms in the private sector seeking consideration for assignments with Consulting Services Canada.
Purpose: To register Private Sector Resources, their skills, rates and availability.
Consistent Uses: For retrieving and sorting skills information.
Retention and Disposal Standards: Reviewed and updated every five years.
RDA Number: To be established.
Related PR#: PWGSC GIS 135
TBS Registration: 005018
Bank Number: PWGSC PPU 027

Information Technology Services Branch

Telephone Call-Detail Information
Description: This bank contains details of most commercial long-distance calls, and all Government Intercity Calling Service (GICS) calls placed from government telephones, which are provided as part of the GTIS Local Shared Services (LSS). It also includes details of all GICS calls made using government TeleCanada Card authorization codes.
Class of Individuals: Anyone who has access to an LSS telephone or a TeleCanada Card can place calls which will be recorded in this information bank. This includes employees and contractors of government departments, agencies and Crown

Corporations specified in Schedules 1, 2 and 3 of the Financial Administration Act; Members, employees of Members, and employees of the House of Commons; and Senators, employees of Senators, and employees of the Senate.
Purpose: GTIS collects call-detail information only for purposes relevant to its legislative mandate, including the provision of information to customers to enable them to manage their operations and control their expenditures in an effective manner.
Consistent Uses: Call-detail information is used by GTIS to manage, control, forecast, plan and analyze the performance of GTIS-managed government networks. The information is provided to all GTIS customers or Authorized Customer Representatives to enable them to manage and control GICS usage, allocate costs internally, and ensure that GICS-related services are used appropriately.
Retention and Disposal Standards: The information is retained for six (6) fiscal years after the fiscal year in which the transaction occurred, and then destroyed.
RDA Number: 99/004
Related PR#: PWGSC ITS 165
TBS Registration: 003744
Bank Number: PWGSC PPU 050

Real Property Branch

Consultants' Inventory
Description: This bank contains information relating to firms and individuals specializing in architectural, engineering (A&E) and related disciplines associated with departmental activities whose services have been, are or may be commissioned by the Department. This bank contains names, addresses, personal qualifications, a record of previous commissions and experience, along with performance records.
Class of Individuals: Professional and paraprofessional consultants.
Purpose: This information is used to select consultants for projects administered by the Department.
Consistent Uses: To allow for the efficient selection of A&E consultants, the information is updated on an ongoing basis by architectural and engineering firms and their employees as required.
Retention and Disposal Standards: Information is updated continuously and is maintained for two years after removal from the inventory and then destroyed.
RDA Number: 97/005
Related PR#: PWGSC PPU 005, PWGSC

PPU 025
TBS Registration: 000703
Bank Number: PWGSC PPU 041

Contractors' Index

Description: This bank contains information relating to contractors in a variety of trades including areas such as plumbing, electrical, moving, cleaning, snow removal and other trades relating to general property management. This bank contains names, addresses, telephone numbers, specializations, licenses held, previous government work, if any, and in some cases, performance reports.
Class of Individuals: General and trade contractors.
Purpose: This information is used pursuant to departmental procedures to contact and select contractors and service agencies for departmental projects.
Consistent Uses: The information is updated on an ongoing basis as required by suppliers and their employees.
Retention and Disposal Standards: The files are deleted from the bank after two years of inactivity.
RDA Number: 97/005
Related PR#: PWGSC PPU 005, PWGSC PPU 025.
TBS Registration: 000698
Bank Number: PWGSC PPU 016

List of Landlords

Description: This bank contains information relating to existing landlords with whom the department has executed lease agreements. It contains names, addresses, commencements and expiry dates of leases and length of options (if any).
Class of Individuals: Landlords doing business with the Department of Public Works and Government Services Canada.
Purpose: Administration of the leasing contracts on behalf of the government.
Consistent Uses: The information is updated on an ongoing basis as required by the Department and their employees.
Retention and Disposal Standards: Information is retained for two years after last administrative use and then destroyed.
RDA Number: 79/008
Related PR#: PWGSC RPB 040
TBS Registration: 000696
Bank Number: PWGSC PPU 006

Personal Service Contracts

Description: This bank contains information relating to individuals under contract with the Department. It contains the contract, invoices, and payment records for these contractors. Information in this bank is held at Headquarters and in regional offices.
Class of Individuals: Individuals having contracts with the Department.
Purpose: Information in this bank is used to record and control payments to contracted individuals or firms.
Consistent Uses: None
Retention and Disposal Standards: Information is maintained for six years after the last administrative use and then destroyed.
RDA Number: 99/004
Related PR#: PWGSC SOS 185
TBS Registration: 000710
Bank Number: PWGSC PPU 075

Register of Land Surveyors

Description: Realty Services retains information relating to qualified land surveyors who can perform work for federal organizations. This includes names, addresses, personal qualifications and records of past performance, if any.
Class of Individuals: Land surveyors.
Purpose: Information is used for the selection of land surveyors.
Consistent Uses: None.
Retention and Disposal Standards: This bank is updated on a continuous basis with information supplied by land surveying contractors. It is maintained for three years following removal from the register.
RDA Number: 79/008
Related PR#: PWGSC RPB 045
TBS Registration: 000700
Bank Number: PWGSC PPU 070

Register of Real Property Appraisers

Description: PWGSC uses the Directory of Designated Members published annually by the Appraisal Institute of Canada and L'Ordre des évaluateurs agréés du Québec as its primary source lists of professional appraisers. These are supplemented with unsolicited expressions of interest submitted by appraisers seeking departmental contracts. The Department also keeps records of appraisers' performance on computer or project files.
Class of Individuals: Property appraisers.
Purpose: Information is used for the selection of property appraisers for projects administered by the Department.

Consistent Uses: The register of designated members is necessary to ensure that a complete, up-to-date, inventory of appraisers is available to the Valuation Program of the Valuation and PILT Programs Directorate to assist in the selection of property appraisers for projects administered by the Department.

Retention and Disposal Standards: This bank is updated on a continuous basis with information supplied by property appraisal firms, individual appraisers and departmental officials. This information is retained for three years following its removal from the register and then destroyed.

RDA Number: 79/008
Related PR#: PWGSC RPB 045
TBS Registration: 000701
Bank Number: PWGSC PPU 030

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrong Doing in the Work-Place

Personnel Security Screening

Relocation

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information

Canadian Government Publications

This class of personal information contains information about individuals who have ordered Government of Canada publications from Canadian Government Publishing throught the order desk or on-line. The information is used to process orders for Governments of Canada publications. Data includes names, addresses and customer numbers.

This class of personal information includes members of the general public, federal employees and individuals representing firms, librairies, schools (all levels), and health and community organizations who have ordered Canadian Government publications.

Client names and addresses are shared with our warehouse and distribution service provider in order to process orders, including mail-out.

Project Records

In carrying out its mandate, the Department generates and receives a large volume of information and correspondence related to work projects. These projects include property acquisition, disposal, expropriation and management; building, highway and marine construction, repair and demolition; dredging services and fleet management; and the provision of associated research, development and consulting services.

Included in this material are often found the personal views and opinions of individuals; evaluations of contractors' and consultants' performance; financial information relating to the management of projects; and any other correspondence associated with specific projects. The retention periods associated with this class of personal information are controlled by the records schedules of the general subject files in which they are stored.

Project records are organized by location. Consequently, access to personal information in project records requires the individual to provide the location of a specific project as well as the nature of the project.

Manuals

- Access to Information and Privacy Directorate Desk Procedures

- Access to Information and Privacy Liaison Officer Handbook

- Bill Payment Service (BPS) Departmental User's Guide

- Canadian Forces Superannuation Manual for Pensions Office

- Compensation Focus

- Coordination of Access to Information Request System (CAIR) User Guide

- Customer Manual

- Delegation of Authorities Manual

- Environmental Management System

- Family Allowance Program Policy and Procedures Manual

- Federal Government Card Acceptance Departmental User's Guide

- Financial Management Framework

- Industrial Security Manual – http://ciisd.gc.ca/ism/text/preface-e.html

- Insurance Administration Manual

- Operational Procedures Manual – Payroll Accounting Office (PAO)

- Pay Office Procedures Manual (POP)

- Pay Policy and Procedures Manual

- Pension Support System Manual (PSS)

- Pension Benefit Division System User Guides (PBDS)

- Personnel Pay Input Manual (Manual & OnLine)

- Policy and Procedures for the Preparation of Standards

- Project Management Practice Standard

- RCMP Pay Procedures Manual

- Office Accommodation and Real Estate Services (OARES), Leasing

- OARES, Leasing – Leasing Activity Report

- OARES, Leasing – Framework and Processes for Leasing Real Property – PWGSC

- OARES, Leasing – Lease Documentation Package

- OARES, Leasing – Leasing Handbook on Lessee's Improvements

- OARES, Leasing – Letters of Award Policy

- OARES, Leasing – Recording of Data in the Facilities Inventory System (FIS)

- PWGSC CADD Standards

- Receiver General Manual/Directives and Bulletins

- Standard Acquisition Clauses and Conditions (SACC) Manual

- Standard Payment System (SPS) User Guide

- Superannuation Administration Manual

- Superannuation Procedures Manuals (Contributor & Annuitant)

- Superannuation Procedures Manual for Personnel Offices Serviced by Regional Pay Systems (PER)

- Superannuation Procedures Manual – Public Service Corporations (PSC)

- Superannuation Procedures Manual – Accounting

- Superannuation Procedures / The Production Control/File Locator System (PCFLS)

- Supply Manual

- Unit Security Officer Handbook

- United Way Campaigns: A Guide for Managers

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Communications Branch
Headquarters
Public Works and Government Services Canada
Place du Portage, Phase III
Gatineau, Quebec K1A 0S5

Mail: Ottawa, Ontario K1A 0S5

Telephone: 819-956-2315

Reading Room

In accordance with the Access to Information Act, an area on the premises of each of the institutions mentioned below has been designated as a reading room.

Access to Information and Privacy Directorate
Place du Portage, Phase III
11 Laurier Street, Room 5C1
Gatineau, Quebec K1A 0S5

Departmental Library
Place du Portage, Phase III
11 Laurier Street, Room 1B2
Gatineau, Quebec K1A 0S5

Quebec Port Authority

Chapter 141

The annual update for this institution was not received for inclusion in the 2006-2007 version of this Info Source publication. The following is from the 2005-2006 version of Info Source.

General Information

Background

In 1805, the Canadian government established Trinity House, whose mission was to administer the port, issue licenses to the St. Lawrence pilots and even be responsible for tending buoys. In 1858, the Canadian government created the Quebec Harbour Commission to coordinate the development of maritime and harbour activities in Québec. Trinity House was disbanded in 1873 and management of the port was then transferred to the Quebec Harbour Commission in 1875. The government established the National Harbours Board in 1936, which included the major Canadian ports and dissolved the Harbour Commissions. The National Harbours Board was an agent of the Crown and controlled the business and service operations. This organization reported on its activities to Parliament through the Department of Transport.

Around 1983, the federal government reviewed the Canadian port management legislation and passed the Canada Ports Corporation Act. The Port of Quebec Corporation was established in 1984, as well as six other Local Port Corporations. This new legislative stage resulted in the incorporation of the major Canadian port entities and brought decision-making power back to a local level.

On May 1, 1999, following the passage of the Canada Marine Act, the Canada Ports Corporation was gradually wound up to make way for a national port system managed by Canadian Port Authorities (CPA). Thus, the Port of Quebec Corporation has now become the Quebec Port Authority, a non-profit federal agency.

Responsibilities

The mission of the Quebec Port Authority is to promote and develop the maritime industry, to serve the economic interests of the Quebec region and of Canada and to ensure its profitability while respecting and taking in consideration the community and the environment. The legal setting of the Canadian harbour administrations is translated by having more latitude in their development process and greater constraints notably when it comes to financing.

Legislation

- Canada Marine Act

Organization

Board of Directors

The Quebec Port Authority is managed by a seven-member board of directors. The federal, provincial and municipal government each appoint one member. The other five members are named by the Quebec Port Users Committee and are appointed by the Minister. The board then elects a president and a vice-president from among its members.

Executive Committee

The Executive Committee administers the Code of Ethics, reviews the compensation of the board members, the Chief Executive Officer and other officers and makes recommendations to the board in this regard.

General Management

As the administrative head of the Authority, the President and Chief Executive Officer shall discharge the duties conferred on him by the Act, the Regulations, the Letters Patent and the by-laws.

As the person responsible of the institution, he is in charged a team of administrators formed of two Vice President : one in charged of operations and the other is in charged of finances and administration, as well as two Directors: one responsible for the cruise market and communications and the other is in charged of strategic planning and marketing.

Operations

This department is responsible for property management, legal affairs, engineering and environmental services, maintenance, harbour master's office, security services, the marina as well as the lock and records management.

Development

This department in under the responsibility of two Directors who are responsible of strategic planning, marketing, communications, public and corporate communications as well as port's tariffs.

Finance and Administration

The Finance department looks after general accounting, finance and cash flow, computer service, human resources and purchasing and supplies.

Information Holdings

Program Records

Communications
Description: Information services on the Quebec Port Authority for the public and the media.
Topics: Press releases; media relations; requests for information from the public and the media; public consultation.
Program Record Number: QPA COM 005

Operations
Description: Port facilities planning, design, construction and maintenance material.
Topics: Operations and maintenance; negotiations with tenants; plans; equipment; tenders; work orders.
Program Record Number: QPA OPE 010

Finance
Description: Documentation on general accounting.
Topics: Reports, financial statements, budgets, audit, taxes and income.
Program Record Number: QPA FIN 015

Marketing and Business Information
Description: Material concerning business plan, marketing plan and related studies as well as economic and business forecasts.
Topics: Research; studies; reports; cost analysis; statistics; forecasts; goods; advertisement requests.
Program Record Number: QPA MKT 020

Tariffs
Description: Documentation on the setting and revision of tariffs.
Topics: Wharfage, berthage and harbour dues; transit dues; passenger dues; notices.
Program Record Number: QPA TAR 025

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Buildings

Budgets

Classification of Positions

Employment and Staffing

Finance

Furniture and Furnishings

Lands

Official Languages

Pensions and Insurance

Personnel

Relocation

Staff Relations

Training and Development

Travel

Vehicles

Particular Personal Information Banks

Access Request Data
Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act.
Class of Individuals: General public.
Purpose: This bank processes access requests and reports the total number of request processed.
Consistent Uses: This bank is used to report on the administration of the Access to Information and Privacy Acts.
Retention and Disposal Standards: Records are retained for two years and then destroyed.
RDA Number: 95/005
Related PR#: APQ COM 005
TBS Registration: 004318
Bank Number: QPA PPU 005

Classes of Personal Information

In the course of conducting the programs and activities of the Corporation, categories of personal information may be accumulated which are not contained in the specific personal information banks describe above. Such personal information: requests for information, expressions of public support, offers of services and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

Manuals

- Québec Port Authority Letters Patent

- Québec Port Authority operational procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to information Act and the Privacy Act.

Requests for further information about the Québec Port Authority may be directed to:

Québec Port Authority
150 Dalhousie Street
P.O. Box 2268
Quebec, Quebec G1K 7P7

Telephone: 418-648-3640
Facsimile: 418-648-4186

Reading Room

Quebec Port Authority
Reading Room 201
150 Dalhousie Street,
Quebec, Quebec

Queens Quay West Land Corporation

Chapter 142

General Information

Background

Queens Quay West Land Corporation was originally established in 1936 as Terminal Warehouses Ltd. under the Ontario Companies Act.

In 2003-04 the new position of Minister of State (Infrastructure) was created and given responsibility for five Crown corporations, including the Queens Quay West Land Corporation.

Effective March 29, 2004, the control and supervision of the Crown Corporation Secretariat was transferred to Infrastructure Canada. This group provided policy advice to the Minister of State for the Canada Mortgage and Housing Corporation, Canada Lands Company Limited and its subsidiaries and Queens Quay West Land Corporation. In 2006, the Queens Quay West Land Corporation was dissolved, and its records transferred to the Library and Archives Canada.

Responsibilities

Queens Quay West Land Corporation was responsible for supporting the federal commitment to cities and communities through activities such as redeveloping surplus federal lands to meet community needs, providing green space in urban areas, and supporting recreational and cultural activities.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

It should be noted that the Queens Quay West Land Corporation was dissolved in 2006. All records were transferred to the custody and control of the Library and Archives Canada (LAC).

Access to Information, Privacy and Personnel Records Division
Library and Archives Canada
395 Wellington Street
Ottawa, Ontario K1A 0N4

Telephone: 613-996-5115 or
1-866-578-7777 (toll free in Canada and in the United States)
Email: atipd@archives.ca

Ridley Terminals Inc.

Chapter 143

General Information

Background

On December 18, 1981, Ridley Terminals Inc. was incorporated under the Canada Business Corporations Act as a joint undertaking between the federal governmetn and a private firm. On July 31, 1991, the private firm sold all of its shares to Ports Canada. Ridley Terminals Inc. then became a wholly-owned subsidiary of Ports Canada until October 31, 2000.On November 1, 2000, Ports Canada was dissolved and Ridley Terminals Inc. became a parent Crown Corporation. The Minister of Transport is the responsible minister for Ridley Terminals Inc.

Responsibilities

Ridley Terminals Inc. (RTI) owns and operates a marine terminal on Ridley Island in Prince Rupert, B.C. Its train unloading and ship loading infrastructure and equipment are located on land leased from the Prince Rupert Port Authority. RTI plays an important role in supporting Canada's export coal business and is pursuing diversification into sulphur and other commodities.

Legislation

• Canada Marine Act

Organization

A Board of Directors guides the Company's operations. The President and Chief Operating Officer manages the day-to-day operations and reports to the Board. Managers who report to the President include the Chief Financial Officer and the coordinators responsible for human resources, mechanical work, electrical work and operations.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about Ridley Terminals Inc. and its various programs and functions may be directed to:

Access to Information and Privacy Coordinator
P.O. Bag 8000
Prince Rupert, British Columbia V8J 4H3

Telephone: 250-624-9511
Facsimile: 250-624-4990
Internet: www.rti.ca

Reading Room

In accordance with the Access to Information Act, the Ridley Terminals Inc. has designated a reading room located at:

Ridley Island Coal Terminal
Prince Rupert, British Columbia

Royal Canadian Mint

Chapter 144

General Information

Background

The Ottawa Mint was originally established in 1908 as a branch of the Royal Mint of London, England. On December 1, 1931, an Act of Parliament established the Royal Canadian Mint as a branch of the Department of Finance. On April 1, 1969, the Mint became a Crown Corporation and now reports to Parliament through the Minister of Transport, Infrastructure and Communities. It is a commercial enterprise whose business ventures extend throughout the world. The Mint is classified as a Schedule III-II Corporation under the Financial Administration Act, the category reserved for organizations which conduct commercial operations and are self-sufficient. The Mint owns two facilities. The Ottawa facility houses the corporate head office, the gold and silver refineries and production facilities for non-circulation coins and medals. The Winnipeg Plant, which includes a plating facility, produces all of Canada's circulation coins as well as circulation coins for numerous foreign countries.

Responsibilities

The Mint's primary purpose is to produce and arrange for the production and supply of coins of the currency of Canada. It also competes on the world market for contracts to produce circulating and numismatic coins and other devices such as trade dollars for foreign governments and private firms. The Mint also operates refineries to melt, assay and refine gold and silver and other metals.

Legislation

• Royal Canadian Mint Act

Organization

Office of the President and CEO of the Mint

The principal officer of the Mint is the President and CEO, who is also a member of the Board of Directors. The President and CEO is supported by the Chief Operating Officer of the Mint; the vice presidents of Communications; Corporate and Legal Affairs; Finance and Administration; Human

Resources and Lean Enterprise; and Marketing and Sales; and the Director of Internal Audit.

Chief Operating Officer of the Mint

The Chief Operating Officer (COO) of the Mint manages the four business lines (Canadian Circulation, Numismatic, Foreign Circulation and Bullion and Refinery). The COO has the responsibility for the sale and the production of coinage, medals, tokens, trade dollars and refinery services (gold and silver). The COO is also responsible for procurement of materials and services, and the corporate and advanced engineering functions and the engraving function. Two plants operate under the COO. The Winnipeg Plant, which includes the Plating Facility, produces Canadian and foreign circulation coinage, tokens and trade dollars. The Ottawa Plant produces Canadian and foreign numismatic and bullion coins, and medals. In addition, the Ottawa Plant operates the Mint's refinery, which refines precious metals for mines, jewellers, banks and other institutions, both Canadian and foreign.

Communications

This division, under the direction of the Vice-President, develops and directs the Mint's corporate communications program, addressing both internal and external interest groups. This division provides strategic counsel to Senior Management on issues affecting the Mint. It informs the public on Mint policies and programs using industry trade shows, the Mint's Web site (www.mint.ca), education outreach and other channels to proactively communicate with and respond to the Mint's audiences and key customers. This division is responsible for all media relations nationally and internationally, and assists in the promotion of Canadian circulation, numismatic and bullion coin programs through media events and speaking engagements. Other responsibilities in this area are the production of corporate communications materials, management of public inquiries and speech writing for the President and CEO.

Corporate and Legal Affairs

This division, under the direction of the Vice-President who is also the General Counsel and Corporate Secretary, is responsible for providing

legal counsel and advice with respect to all legal matters affecting the Corporation; the protective and environmental services, including the Health and Safety Program; developing corporate policies; managing special projects in support of the Royal Canadian Mint's mission and goals; establishing and maintaining liaison with central agencies of government. The division also provides secretariat services to the Board of Directors of the Corporation and is responsible for matters with respect to the Access to Information and Privacy Acts.

Finance and Administration

This division, under the direction of the Vice-President who is also the Chief Financial Officer, is responsible for corporate planning, financial budgeting, analysis and reporting, receivable and payable management, treasury management and financing, insurance and risk management, information technology and systems, and records management.

Human Resources and Lean Enterprise

This division, under the direction of the Vice-President, is a strategic function, dealing primarily with both business human resources issues and daily operational activities. Its main responsibilities in terms of strategic partnerships is to provide guidance and advice to its clients in terms of human resources planning, training and professional development, recruitment and staffing, succession planning, rewards and recognition programs, performance appraisal program and the negotiations of collective agreements. With respect to daily operational activities, it is responsible for pay, benefits and other compensation practices, employee counselling, the employee assistance program, translation services, and quality systems and continuous improvement. The Lean Office is part of the Quality Systems departments at the Ottawa and Winnipeg facilities reporting to the Vice-President of Human Resources and Lean Enterprise. The function of this group is to provide internal consulting support to the business lines to help determine what the customer wants, and to eliminate waste that does not add value to the customer.

Internal Audit

Reporting to the Royal Canadian Mint's Audit Committee the Director of Internal Audit is responsible for managing the internal audit function within the Mint and ensuring the requirements of

the Financial Administration Act are followed in this regard.

Marketing and Sales

This division, under the direction of the Vice-President, is responsible for product development, pricing, advertising, and the sales and distribution of Royal Canadian Mint products and services in Canada and throughout the world. Products and services include domestic and foreign numismatic and circulation coinage, Maple Leaf bullion coins, gold refining and assay services, custom minting (e.g. medals, medallions, tokens, coin blanks, privy marks), and consulting services.

The division recommends marketing and sales strategies for existing and new markets in Canada and around the world. It develops advertising and promotional campaigns tailored for specific markets and sales channels, including direct marketing, which accounts for a significant portion of Canadian sales revenues. This division also plans and manages a customer-driven automated order-fulfilment and customer service operation and retail stores at each of its plants in Ottawa, Ontario and Winnipeg, Manitoba.

Information Holdings

Program Records

Advertising
Description: Television, newspaper and magazine advertisements; marketing and advertising firms used to advertise and promote Canadian circulation, numismatic and bullion coin programs worldwide.
Topics: Advertisements; cost comparisons; budget; brochures; posters; counter cards.
Program Record Number: RCM MRD 035

Assay
Description: Information on the testing of bullion, jewellery refined bullion, to determine the quality of precious metals present; analyses of chemicals and metals.
Topics: Precious metals; chemicals.
Program Record Number: RCM MAD 100

Canadian Circulating Coin
Description: Control and issue of Canadian circulating coin to banks on instruction from the Minister of Finance.
Topics: Order fulfillment and distribution; financial

institutions; Winnipeg facility.
Program Record Number: RCM MAD 085

Circulating Coinage
Description: Information concerning changes in metal content and design of circulating coinage.
Topics: Changes in alloys and specifications, surveys and reports.
Program Record Number: RCM MAD 051

Coins
Description: Daily ledgers on the cutting and weighing of the blanks; striking and processing domestic and numismatic coins.
Topics: Melting; rolling; blanking; rimming; annealing; striking; examining; telling.
Program Record Number: RCM MAD 050

Communications
Description: Information on the administration of public affairs and relations; publicity both nationally and internationally.
Topics: Exhibits; fairs; films and slides; photographs; portable displays; press conferences; press releases; launches; annual reports; website; reports and surveys.
Program Record Number: RCM MRD 025

Design Engraving
Description: Information on methods and procedures used in the inscription or ornamentation of prints or designs upon hard surfaces to produce models, master matrices and master punches which are later used in the striking of coins, medals, etc.
Topics: Badges; coins; dies; drawings; equipment; medals; metrication; symbols.
Program Record Number: RCM MAD 065

Direct Mail Orders Processing
Description: Records on the reception and processing of direct mail orders for Mint processes.
Topics: Orders fulfilment, distribution and verification of shipments.
Program Record Number: RCM MRD 031

Engineering
Description: Information on the design, construction and maintenance of machines and tooling implements; repairs and alterations of buildings; product specifications; plans and drawings.
Topics: Master tools; specifications and drawings.
Program Record Number: RCM MAD 060

Foreign Contracts
Description: Information on the procurement and fulfilment of contracts with foreign countries for the manufacture of their domestic coin and numismatic products.
Topics: Commemorative and domestic coins; special coin programs.
Program Record Number: RCM MRD 011

Intellectual Property Rights
Description: Copyright, trademark, industrial design, patent rights and registrations, studies, and surveys.
Topics: Patent rights and licences, permission to use copyright material; trademarks and official marks; industrial designs; counterfeit coins; defacement of coins; coin facsimiles; reports and surveys.
Program Record Number: RCM MRD 036

Maple Leaf Bullion Coins
Description: Information on the manufacture of the Maple Leaf bullion and the promotion of this special program.
Topics: Advertising; marketing; production; retailing; sales.
Program Record Number: RCM MRD 015

Medals, Tokens and Other Devices
Description: Information on contracts for the manufacture of medals, trade dollars, tokens and other devices.
Topics: Medals; medallions; trade dollars; tokens; jewellery; plaques; paperweights.
Program Record Number: RCM MRD 037

Metals and Alloys Research
Description: Information on the use of metals, precious metals, and alloys in the production of Mint products; updates on new alloys and their possible applications to Mint products.
Topics: Alloys, metals and precious metals; coin composition.
Program Record Number: RCM MAD 045

Precious Metals
Description: Information on the procedures for receiving and processing precious metal bullion and coordinating bullion transactions between the Mint and mines, jewellers and manufacturers.
Topics: Gold, platinum and silver receiving; fine gold, platinum and silver storage; shipping of fine products.
Program Record Number: RCM MAD 075

Quality Assurance
Description: Information concerning quality standards of Mint products; metals stress testing for quality of production supplies and materials.
Topics: Numismatic products; precious metals, metals, and metal alloys; blanks; dies; tooling.
Program Record Number: RCM MAD 095

Refinery Sales
Description: Information on negotiations with Canadian and foreign mines and precious metals dealers for contracts for the Royal Canadian Mint refining services.
Topics: Gold and silver bullion; gold bars; granulated gold and silver.
Program Record Number: RCM MRD 020

Refinery Services
Description: Information concerning the receipt, weighing, and refining of precious metal bullion, scrap jewellery, placer deposits, and fused metals; accumulation and sale of sweeps.
Topics: Precious metals; analysis.
Program Record Number: RCM MAD 105

Research and Development
Description: Research reports on present and future markets for Mint products and services.
Topics: Studies; reports; surveys.
Program Record Number: RCM MRD 006

Technical Services
Description: Information relating to repairs and maintenance of machinery and equipment, utilities, building renovations and maintenance, and the manufacture of dies and tooling used in the minting processes.
Topics: Trades such as carpentry, blacksmithing, electrical, plumbing, tool and die making.
Program Record Number: RCM MAD 061

Vault and Shipping
Description: Inventories and control of issue of finished numismatic coins and coin sets; assembling, packaging, and shipping of numismatic products.
Topics: Inventories, numismatic products.
Program Record Number: RCM MAD 080

Worn and Mutilated Coin
Description: Shipments of fused and mutilated coin received from banks.
Topics: Worn and mutilated coins; financial institutions.
Program Record Number: RCM MAD 090

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks

Customer Service Centre – Computerized Mail Master
Description: Information in these files includes the original order, customer name and address, language, product and quantity ordered, amount and method of payment, payment identification number, address and method employed for shipping.
Class of Individuals: This bank may be accessed by any one of the following identifiers: customer name, customer number, or postal code.
Purpose: The purpose of this bank is to maintain a list of direct mail customers for Royal Canadian Mint numismatic products.
Consistent Uses: This information is utilized for name, address, and order status information required in the order fulfilment process and to

answer enquiries from customers concerning their particular order. It is also used to comprise a list of purchasers of coins for future solicitation through a direct mail campaign.

Retention and Disposal Standards: Records are destroyed after three years.

RDA Number: RCM 2000/027

Related PR#: RCM MRD 031

TBS Registration: 003365

Bank Number: RCM PPU 015

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Executive Correspondence Management Systems

Internal Disclosure of Wrong Doing in the Work-Place

Personnel Security Screening

Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes

Manuals

• Corporate Policies Manual

• Procedures Manual – Administration and Finance, Volumes I and II (1985)

• Procedures Manual – Accounting, Volumes I and II (2000)

• Quality Management Systems Manual (ISO 9001:2000)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Royal Canadian Mint under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the Royal Canadian Mint.

Requests for further information about the Royal Canadian Mint and its various programs and functions may be directed to:

Communications
Royal Canadian Mint
320 Sussex Drive
Ottawa, Ontario K1A 0G8

Telephone: 613-991-5342

Reading Room

By appointment only. Please call 613-993-2711.

The Royal Canadian Mint public reading rooms are situated at the following addresses:

Ottawa
320 Sussex Drive
Ottawa, Ontario

Winnipeg
520 Lagimodière Boulevard
Winnipeg, Manitoba

Royal Canadian Mounted Police

Chapter 145

General Information

Background

The Royal Canadian Mounted Police was formed in 1873, under an Act of Parliament.

Responsibilities

The Royal Canadian Mounted Police enforces laws throughout Canada made by or under the authority of Parliament. Administration of justice within the provinces, including enforcement of the Criminal Code, is the responsibility of provincial governments. The RCMP has contract agreements with the three territories and all provinces, except Ontario and Quebec, to enforce criminal, territorial and provincial laws, pursuant to section 20 of the RCMP Act.

Legislation

- Royal Canadian Mounted Police Act

Organization

The authority and accountability for executing the requirements of the RCMP Act rest with the Commissioner who reports to the Ministry of the Public Safety & Emergency Preparedness Canada. The Commissioner is supported by four regional Deputy Commissioners, and three Deputy Commissioner at the National Headquarters responsible for Operations, Corporate Management and Comptrollership, and Strategic Direction as well as an Assistant Commissioner responsible for National Police Services. The Commissioner also has a Chief Information Officer, a Chief Human Resources Officer and an Ethics Advisor who reports directly to him.

In addition, there are 14 divisional Commanding Officers and a Commanding Officer Depot Division (the RCMP training facilities in Regina, Saskatchewan) and 17 program directors at National Headquarters in Ottawa, Ontario.

The RCMP is divided into divisions, each division being roughly responsible for a province or territory. These divisions are alphabetically designated and each is further divided into subdivisions and detachments.

Specialized support is offered to the operational divisions by Air, Marine, Forensic Laboratory, and Identification Services. The RCMP Academy located in Regina, Saskatchewan, is responsible for recruit training. The RCMP Musical Ride is located in Ottawa and is administered by headquarters. Additionally, the RCMP is responsible for the administration of the Canadian Police College, located in Ottawa. The Canadian Police Information Center (CPIC), a computer-based police information system, is also based at and administered by RCMP Headquarters in Ottawa. The CPIC system is an advanced computerized information storage and retrieval facility, designed for the use of participating Canadian law enforcement agencies. The CPIC acts as a central repository of operational data that is contributed to and maintained by participating Canadian law enforcement agencies. RCMP records entered into the system are identified in their respective Bank of Personal Information. The participating Canadian law enforcement agencies are entirely responsible for the accuracy and immediacy of the data which they supply and maintain within the CPIC system. Records entered into the CPIC system by participating Canadian law enforcement agencies must be supported by documented reports held by the originator. The originating agency is the only one entitled or enabled to alter their records in the system.

Corporate Management and Comptrollership

Corporate Management and Comptrollership (CM&C)provides the corporate leadership for the management of a comprehensive and diverse range of RCMP-wide services in the areas of finance, asset and facility management, procurement and contracting. Through the development of frameworks, strategies, policies, and systems, and the provision of services and advice, CM&C supports the RCMP in achieving its mission, mandate and strategic priorities. As the guardian of the RCMP's financial and administrative integrity and viability, CM&C is the focal point for ensuring the sound and rigorous stewardship of all resources, for supporting the Commissioner's direction that the RCMP will be a good steward of the public trust and the public purse. CM&C also promotes the concept, principles and practices of the

Government of Canada's approach to Modern Comptrollership, to meet accepted standards of accountability, stewardship, results and value-based management, increased transparency and responsiveness, risk management, renewed control systems, and sustainable development.

Strategic Policy and Planning Branch

The Strategic Policy and Planning Branch service objective is to: (i) develop and implement an overall RCMP policy framework for the assessment of and participation in public policy processes and debates affecting law enforcement: (ii) leading and facilitating the building of policy and policy research capacity; (iii) undertaking analysis of emerging trends and conditions affecting policing and law enforcement and facilitating an impact analysis process in support of establishing overarching strategic direction for the RCMP; (iv) the development and recommendation of options in response to future challenges, including facilitating the development of strategic frameworks and priorities; (v) leadership and support for the development of organizational planning processes and cycles, including appropriate linkages to and accountability instruments with federal and contract partners (vi) the development of and ongoing support to a performance management process and infrastructure, including the development and implementation of surveys; and (vii) leadership for information exchanges, strategic consultation and engagement and support for partnership arrangements, including MOUs, in the RCMP.

Human Resources Activity

The Human Resources Activity encompasses the organization and management of the Department's human resources. It maintains an internal administrative policy function and service in relation to learning, staffing and personnel, health, materiel, language and organizational issues. These issues pertain to members of the RCMP as well as Public Service Employees employed by the organization. In addition, the Human resources Activity is responsible for the management of property, material, transport and food related services.

Health Services

This program administers all health related assessment and treatment services to regular members of the RCMP and establishes health programs and standards for employment. It also manages research projects for the development of

psychological services, fitness/ lifestyle programs. The Sub-Activity also maintains the medical records of members to ensure confidentiality.

Occupational Health and Safety

This program is responsible for ensuring the implementation of the minimum occupational health and safety requirements in all RCMP workplaces as stated in Part II of the Canada Labour Code. The Occupational Health and Safety Program assist managers and employees with occupational health and safety risk management, i.e., recognizing, assessing and eliminating or reducing work-related hazards. The expected end-result is overall improvement of work conditions, a reduction of work-related injuries and illnesses and related costs.

Learning and Development

The Employee Continuous Development Process fosters a continuous learning culture within the RCMP. It ensures RCMP employees have access to modern, cost effective learning/training opportunities consistent with the competencies required to deliver quality service to internal and external clients, to adapt and respond to diverse changing needs, and contribute to the evolution of the RCMP.

International Training Services

A business line of the RCMP Chief Learning and Development Officer, Learning and Development Branch. The unit is mandated under Ministerial Directive D-81-1: Police Training Assistance Program to provide learning/training, consultative and investigative assistance to foreign countries. The program directly supports the RCMP International Liaison Program and is an effective vehicle to advance the RCMP international policing priorities and Government of Canada foreign policy.

Executive/Officer Development and Resourcing

This program provides a centralized staff support service to the Commissioner for the appointment, promotion, training, succession/ career planning of the Regular Member officers (Inspectors to Deputy Commissioners), Civilian Members of officer equivalency and RCMP Public Service Executive.

Human Resources Sector (RCMP)

This program provides RCMP management with a number of diverse services to assist

in management of the department's human resources. The Sub-Activity includes the following initiatives: Multiculturalism, Staffing & Personnel, Recruiting, Official Languages, Professional Standards and External Review, Compensation, Classification, Honours and Recognition, Human Rights, employment equity.

This program is responsible for the planning, design and implementation of an integrated human resource management program for Public Service Employees within the RCMP. This Sub-Activity is comprised of the following: Classification, Staffing, Staff Relations & Compensation, and Human Resources Planning and Development.

Official Language Directorate

The Official Languages Directorate provides strategic orientation and coordination in support of the official languages program in the regions and divisions.

Under the Official Languages Act, the mandate of the Directorate covers service to the public, language of work, and the equitable participation of English-speaking and French-speaking Canadians in the RCMP.

To carry out its responsibilities for the program, the Directorate develops and communicates policies and initiatives related to official languages and provides interpretations and support to managers and employees as required. Finally, the Directorate monitors the effective implementation of the Official Languages Program in the regions and divisions; and prepares the Commissioner's Annual Report to Treasury Board.

National Police Services Activity

The National Police Services (NPS) activity provides networked place information and information systems technologies and delivers investigative, scientific, technical and educational support serves to partners within the Canadian Police and justice environments.

Canadian Police College

The Canadian Police College is recognized across Canada and internationally as a centre of police learning excellence. The CPC's core clientele are the entire group of 60,000 police officers in Canada, and by extension the provinces, cities and towns they serve. The CPC delivers advanced and specialized investigative training which focuses on multi-jurisdictional and organized crime to this clientele. It also provides leading-

edge management and leadership training for senior police and law enforcement officials. Participants on CPC courses come from across the country, creating de facto national standards and communities of practice in the various operational subject matter areas.

In addition, the CPC attracts a number of course participants from the police services of other countries, which serves to enhance and broaden the experience of Canadian participants on CPC courses. As a final point, the CPC houses the RCMP departmental library, which also serves the national and international police community.

Criminal Intelligence Service Canada

CISC unites Canada's criminal intelligence community to more effectively and efficiently assess the threat of organized and other serious crime, with the goal of developing strategies to make Canadian communities safer. CISC is the "voice of criminal intelligence" for the entire national law enforcement community representing member agencies at the municipal, provincial and federal government levels. Through its national network, CISC produces strategic intelligence products that are timely and relevant to Canada's law enforcement community for making decisions and setting priorities related to organized crime. The basis for these products is the criminal intelligence/information from member agencies collected, stored and shared via the Automated Criminal Intelligence Information System (ACIIS), the national criminal intelligence database which is available to the law enforcement community.

Forensic Laboratory Services

This program provides scientific and technical assistance to the Canadian Criminal justice system. Physical evidence acquired during the course of investigations is examined by scientists, to provide information of evidential significance. Expert opinions based on scientific examinations are provided to aid investigations and as court evidence. The program maintains the national DNA Data Bank, which was established by the DNA Identification Act, on behalf of the Commissioner. This sub-activity also manages the Canadian Police Research Centre which co-ordinates the development of scientific and technical research projects of a law enforcement nature. The program also provides a consultative service to other government departments, and an assistance role to other countries in relation to the transfer of expertise through training, analysis of exhibit

materials and testimony within their judicial systems.

The Chief Information Officer (CIO) Sector

The IM/IT program is critical to the RCMP's mandated and strategic priority of ensuring safe homes and safe communities. The IM/IT function for the RCMP is governed by the Chief Information Officer (CIO), who is responsible for ensuring that client-centred services are developed and managed in the organization. The CIO's role is to create and maintain an organization that is business-driven, quality conscious and carefully managed within its fiscal, human resource and IM/IT frameworks.

The corporate IM/IT program deals with the development and management of all aspects of information and computer technology that support the business requirements of the RCMP. This includes all hardware, software, application systems and programs, as well as all stored information. It also incorporates the convergence of telecommunications and radio communications' services that RCMP officers require across Canada. Finally, the IM/IT program supports the full life cycle of both equipment and information and includes management practices that enable and aid in the legislated and sound usage of this information.

Information management provides for the maintenance, development and dissemination of applicable policies regarding recorded information, the management of archives, national forms policy and the editing, production and distribution of manuals, directives and bulletins. Information Technology includes all aspects of communication system standards and design, application development and operation of the central host mainframe and network systems, including the Canadian Police Information Centre (CPIC), the Police Reporting Occurrence System (PROS), as well as other operational, administrative and management support applications that are used on a national basis.

The objective is to provide a comprehensive national policy and program for the management of information resources, associated computer technologies and telecommunications infrastructure. Together these serve the needs of RCMP operational police officers, support and administrative staff, system users and others working in the law enforcement community.

Information & Identification Services

This program is dedicated to maintaining, managing and disseminating shared police information on behalf of the Canadian Law Enforcement Community and other accredited Canadian and international agencies. These support services include the automated fingerprint identification system (AFIS), the National Weapons Enforcement Support Team, the Missing Children's Registry (MCR) and including a Forensic Identification and photographic service. The prime service line objective is to sustain a national leadership role in the development and implementation of the most efficient information technologies that support criminal justice initiatives in the prevention, detection and suppression of crime. This is accomplished through promoting national networking and cohesiveness within the field of Canadian police information systems and applied technologies.

Technical Operations

Technical Operations (TO) primary focus is in the development of technical tools and systems to assist front line law enforcement personnel in the RCMP in their investigative duties. Research and technical support is conducted for lawful access techniques and systems, which includes CenCIS, covert entry, and computer search & seizure and forensic analysis. Further services are provided in the area Behavioral Science-based investigative and the response to counter criminal and terrorist acts primarily in the field of explosives agents. TO provide technical services in the area of physical security systems, including armoured vehicles, for the protection of IPPs. The Departmental Security Program and the Air Services Program for the RCMP is also managed within TO. TO also assumes responsibility in providing Lead Agency and counter technical services in support of the Government Security Policy.

Operations Activity

The Operations Activity manages all planning and policy aspects of law enforcement programs in support of federal, provincial and municipal government requirements. Assistance and cooperation is provided to accredited police agencies as well as to the general public. It is also the focal point, on a nation-wide basis, for the coordination and evaluation of criminal operations and criminal intelligence gathering. It encompasses the protective policing functions of the RCMP which includes providing security for designated

government dignitaries; government property; internationally protected persons and their residences; and major events. It is responsible for coordinating security for VIP visits, security inspections and surveys of physical installations and providing of consultations for officials regarding security requirements.

Community, Contract and Aboriginal Policing Services (CCAPS)

This business line is responsible for managing the Contract Policing (Provincial / Territorial / Municipal and Aboriginal policing) business line, and provides leadership and support to Operations in the delivery of policing services. Under contractual agreements, the RCMP provides policing services to all provinces and territories except Ontario and Quebec as well as municipalities that have negotiated an agreement with the Government of Canada, a limited number of airports and a number of First Nation Communities through Tripartite Agreements. CCAPS contains numerous policy centres that support Operations through the development and implementation of standardized policies, equipment and plans for their respective domains. Some of these areas include day to day contract policing operations, critical incidents, and traffic services. CCAPS is also responsible for overseeing community policing, including the national youth strategy and national aboriginal policing services, who initiate, develop and evaluate a practical and culturally sensitive policing program for aboriginal Canadians.

Criminal Intelligence

The mission of the Criminal Intelligence Directorate is to provide a national program for the management of the criminal information and intelligence which will permit the RCMP to detect and prevent crime having an organized, serious or national security dimension in Canada, or internationally as it affects Canada.

Departmental Security

This program is responsible for developing, monitoring and coordinating the implementation of internal security policies relative to the security clearance of RCMP employees, properties and information systems.

Protective Policing Directorate

Protective Policing Directorate is currently made up of the following branches whose responsibilities are as follows:

Canadian Air Carrier Protective Program

Directs the planning, implementation, training and monitoring of the Canadian Air Carrier Protective Program. Also monitors, analyses and provides timely advice to support the Protective Policing component at Vancouver, Edmonton and Halifax airports.

Directorate Services

Provides budgetary, VIP Training coordination and material management services (including major events) for Protective Policing across Canada as well as personnel administration in the NCR.

Prime Minister's Protection Detail

Provides personal security to the Prime Minister and his family, protects the official residences, and when the Prime Minister travels abroad, ensures that the security measures provided by the host country meet Canadian standards.

Protective Operations

Provides the protection of the Governor General, Ministers of the Crown, Supreme and Federal Court judges, senior government officials and others designated by the Solicitor General, as well as federal properties used by them such as Parliament Hill. Also responsible for providing security to internationally protected persons (IPPs) as well as planning, coordinating and executing the security operations for VIP visits within the NCR.

Major Events and Protective Services

Directs the planning, implementation, administration and monitoring of the RCMP National Protective Policing Program as it relates to the Governor General, the Prime Minister, federal Cabinet Ministers and their residences, Supreme and Federal Court Judges, foreign diplomats residing in Canada, visiting Internationally Protected Persons and persons designated by the Minister of Public Safety and Emergency Preparedness as entitled to receive security. It further oversees the planning, implementation and administration of Major Events including Royal Visits and Prime Minister-led international conferences.

Strategic Activities

Provides strategic advice and planning, communications, and management services for various Protective Policing programs and activities.

Federal Services Directorate

Federal Services Directorate is currently comprised of the following sub-directorates and programs.

Border Integrity

Customs & Excise

The Customs and Excise Program enforces laws within Canada and along the Canadian/United States border, in conjunction with clients, partners and the community. These activities include: the international movement of dutiable, taxable, prohibited or controlled goods; the manufacture, distribution or possession of contraband products including tobacco and spirits; the illicit traffic of critical high technology and strategic good; and the enforcement of acts or regulations that impose non-tariff (permit) controls on the international movement of commodities.

Federal Enforcement

The Federal Enforcement Program is responsible for the investigation of a wide variety of federal statutes under five sub-programs. These are: Consumer Protection, including criminal Copyright enforcement, the Weights and Measures and the Radio communication Acts; Public Safety, including Crimes against Humanity and War Crimes Act and the Quarantine Act; Airport FES, including airport federal enforcement and the National Ports strategy Environmental Crime, including National Parks and environmental protection; and Financial Loss Against the Government, including student loans and the Canada Pension Plan.

Immigration and Passport

Immigration and Passport Branch's strategy is to combat and disrupt illegal migrant smuggling and the trafficking in persons to Canada. This program partnerships with federal government departments to provide an integrated approach to the enforcement of the Immigration and Refugee Protection Act, the Citizenship Act and the investigation of Canadian passport violations under the Criminal Code.

Integrated Border Enforcement Team

The IBET mandate is to enhance border integrity and security at the Canada/United States border and to assist the Integrated National Security Enforcement Team on national security investigations at the border. The core partners are: Department of Homeland Security's Bureau of Immigration and Customs Enforcement (US-ICE) and the Bureau of Customs and Border Protection (USBP-BP), U.S. Coast Guard (USCG), Canada Border Services Agency (CBSA) and the Royal Canadian Mounted Police (RCMP). IBET units operate as intelligence driven enforcement teams comprised of Federal, State/Provincial and local law enforcement personnel to address such cross border issues as terrorism and organized crime. Each team acts with the National Security Focus as their first priority. The IBET program is multi-disciplinary in nature and works in land, air and marine environments along the Canada/United States border while respecting the laws and jurisdiction of each nation.

Marine & Ports Initiatives Branch

The RCMP's primary goal is Safe Homes, Safe Communities. Our goal with regards to marine security is to disrupt and/or eliminate the activity of organized crime groups at the ports and to prevent the ports from being used as a conduit for the entry of cargo and people that could pose a risk to national security.

The RCMP uses an intelligence-led, multi-disciplinary approach to gather and share criminal intelligence and target organized criminal activity at Canada's major ports. This is possible through integrated efforts of the Canadian, U.S. and international law enforcement community, technological enhancement, new investigative tools, integration of security measures and developing shared information access systems.

Drugs and Organized Crime

Drugs

This program manages the investigation of offences related to the importation, exportation, manufacturing, cultivation, trafficking and possession of substances regulated by the Controlled Drugs and Substances Act in Canada. Incorporated into its work are Drug Branch's activities related to international cooperation on drug training and exchanges. Drug Branch also administers and operates the RCMP's Drug Awareness Service as part of the balanced approach to the drug problem, recognizing that efforts must be directed at both supply and demand reduction.

Organized Crime

The Organized Crime Branch administers a range of program areas focussed on the strategic priority of reducing the threat and impact of organized

crime to Canadian society. Principal programs and activities falling under the responsibility of the Organized Crime Branch include Undercover/Backstopping Operations, Source Witness Protection, Organized Crime Development, Organized Crime Awareness, Human Source Development, Electronic Surveillance (wiretapping), Disclosure and the Cross Border Crime Forum.

Financial Crime

Economic Crime

This program is committed to the delivery of police services in four main areas: commercial fraud, federal statutes and government programs, and securities fraud. The focus is on those cases that involve substantial value or financial losses; that have a high degree of criminal sophistication; that requires special investigative expertise; or where the Government of Canada is a victim. Typical cases include business-related or white-collar crimes such as the corruption of public officials, breach of trust, land and mortgage fraud, bankruptcy and insolvency offences, employment insurance fraud, market manipulations, telemarketing fraud, currency and payment card counterfeiting.

Integrated Market Enforcement Team

To strengthen investigations, integrated teams of investigators, forensic accountants and lawyers will be established in the key financial centers across Canada. These teams will focus on the most serious cases of corporate fraud and market illegality, and will work closely with securities regulators and provincial and local police. The teams will be jointly managed by the Royal Canadian Mounted Police and partner agencies.

Proceeds of Crime

The Proceeds of Crime Program coordinates the RCMP's components in relation to two (2) federal government initiatives, the Integrated Proceeds of Crime Initiative (IPOC) and the National Initiative to Combat Money Laundering (NICML).

The objectives of the Integrated Proceeds of Crime Program are to identify, seize, restrain and forfeit illicit and unreported wealth accumulated through organized criminal activity, thereby removing the financial incentive for engaging in criminal activities. The IPOC Program is an essential component of Canada's Organized Crime Strategy and plays key role in protecting the integrity of

the Canadian economy. The IPOC units bring together the skills, knowledge and abilities of a diverse group of experts including law enforcement officers, lawyers from the Department of Justice, forensic accountants and property managers from Public Works and Government Services Canada; Customs Agents from Canada Border Services Agency, as well as Tax Agents from Canada Revenue Agency. The integration of the partner agencies facilitates a coordinated approach towards reaching the program's objectives.

The National Initiative to Combat Money Laundering, is coordinated by Finance Canada. Its mandate is to implement specific measures to detect and deter money laundering and the financing of terrorist activities and to facilitate the investigation and prosecution of money laundering and terrorist financing offences. The RCMP coordinates it activities in relation to the NICML through its Money Laundering Program. This program participates in the exchange of information between initiative partners, such as Fintrac and the Canada Border Service Agency; provides an investigative assessment on money laundering intelligence; and monitors national and international money laundering trends and typologies.

International Policing

International Peacekeeping

This program promotes international peace and security through the deployment of Canadian police expertise within the RCMP or partner police agencies to international peacekeeping and peace support operations. In support of Canadian foreign policy objectives, International Policing ensures the availability, selection, training, deployment and support of police experts abroad.

Interpol Ottawa

Interpol Ottawa is the designated National Central Bureau for Interpol in Canada. It is located within International Policing and acts as the coordinator between foreign and Canadian law enforcement agencies for all requests for international police assistance, covering the full range of criminal matters.

International Operations

International Operations is responsible for the RCMP Liaison Officer Program which places RCMP members in strategic locations around the world to provide the Canadian and foreign

law enforcement communities with assistance, information and coordination support especially for major criminal investigations including anti-terrorism.

International Travel and Visits

International Travel and Visits (ITV) coordinates the framework for all RCMP international travel. The Travel Section promotes the health and safety of traveling employees, manages RCMP passport and visa requirements, and operates a tracking system known as Travel and Visits Tracking System (TVTS). The Visit Section administers and manages international law enforcement and related government visits to the RCMP.

Strategic and Policy Development

Strategic and Policy Development leads the strategic development of the international role of the RCMP, and manages the planning, policy development, and training coordination functions of International Policing.

Strategic and Management Services

Strategic and Management Services provides strategic advice and planning, budgetary and personnel administration, support, communications, and management services for the Directorate.

RCMP Secretariat Activity

The Activity of Corporate Management includes the functions of strategic and corporate planning, corporate policy design, financial planning, audit and program evaluation. Responsiveness and accountability to the government are ensured by the coordination of communications, public affairs, information access, ministerial liaison and external review and appeals.

Audit and Evaluation

This program is designed to plan, develop and implement a comprehensive audit approach to examine and review all RCMP law enforcement and administrative activities.

Corporate Management

This program develops and coordinates strategic and corporate planning, formulates corporate policy, manages corporate information and conducts program evaluations and management studies. Annual accountability reports and briefings are developed for the Commissioner and in response to the government's planning process. The program is delivered through three

components, Corporate Planning and Information Management, Strategic Planning and Corporate Policy, and Program Evaluation.

Finance and Supply

This program manages the financial affairs of the department to satisfy requirements for financial control and accountability of the RCMP, contracting partners, legislation and government. This program also provides internal support in accommodation, transport, food, materiel and miscellaneous services for the RCMP in accordance with relevant policies, regulations and statutes.

Public Affairs & Information

This program aims at promoting good public relations, conveying and protecting an accurate and constructive image of the RCMP in Canada and abroad. Initiatives include the provision of information and responses to requests from the general public regarding RCMP activities, the handling of visits of policing personnel from around the world, participation in public events at the national and international levels as part of our Canadian Heritage, the maintaining of contemporary and historical materials, the management of the Musical Ride program, the management of partnerships and sponsorships from the private and the public sectors, the management of RCMP Licensing Products and RCMP Intellectual Property. Furthermore, this program also manages a centralized response area to requests made under the Access to Information and Privacy Acts for access to records under the control of the RCMP. The sub-Activity develops policies and procedures to ensure conformity with the legislation while maintaining the protection of sensitive information and the privacy of individuals.

Ethics and Integrity

The Office of the Ethics and Integrity Advisor is mandated to ensure that the Mission, Vision, Values and Commitments of the RCMP are internalized by all employees and remain in the forefront of the organizational psyche as well as with its communities of interest worldwide. The Office is responsible for encouraging, facilitating and promoting the sharing of Best Practices for ethics and ethical behaviour and articulating the relationship between the Core Values and the behaviour of management and employees to ensure good governance and consistency with our Commitments. The Ethics and Integrity Advisor is

the Senior Officer responsible to provide RCMP employees with a means for the disclosure and investigation of wrongdoing in the workplace, and to this end, the Ethics and Integrity Advisor performs internal audit functions. The Ethics and Integrity Advisor advises the Commissioner and Senior Executives of the RCMP on the incorporation of our Core Values in our daily reality, stressing respect for our institutions of democracy, professional conduct, ethical behaviour and support for people.

Information Holdings

Program Records

All records retained by the RCMP are subject to one classification methodology. Records are retained in accordance with the subject content of the record, based on a central file classification system, rather than function or activity. Each Detachment, Districts, Division and Headquarters, Ottawa classifies records under three main groups, Administrative, Operations and Sequential (Operational Investigative Records). The Administrative records are divided into seven sub-classifications. These are further categorized into sub-topics, which are standard throughout the RCMP. The Sequential (Operational Investigative Records) pertain to the general investigative records generated and retained at each site, and as the name suggests, each is sequentially numbered. The volume of records will vary from location to location, however the retention system is uniform. This system is centrally regulated and this enables the RCMP to describe its record holdings in the three distinct categories. Requesters need only describe the record they wish to access. If the request pertains to a specific incident, the location of that incident is also required.

Administration Buildings & Real Property Records
Description: Headquarters, Directorates, Divisions, Districts and Detachments each may have administrative records of a policy and/or routine nature pertaining to the acquisition, disposition and rental of lands and buildings and the services supplied to lands and buildings owned or leased by the RCMP.
Topics: Buildings & Real Property General; Buildings & Works General; Buildings & Works Estimates; Building and Works by Division; Buildings Telecommunication Shelters; Buildings Janitorial Contracts; Buildings & Properties Management Service Agreements; Real Property General; Real Property Police Owned (other than Telecom. Sites); Real Property Police Rented or Leased (other than Telecom. Sites); Real Property Cemeteries & Graveyards; Real Property Telecom. Sites Owned; Real Property Telecom. Sites Leased or Rented; Real Property Historical Sites & Monuments; Utilities other than Telephone Services.
Format: Paper, microfilm, electronic.
Program Record Number: CMP ADM 006

Administration Equipment & Supplies Records
Description: Headquarters, Directorates, Divisions, Districts and Detachments each may have administrative records of a policy and/or routine nature pertaining to the supply, maintenance and repairs of RCMP equipment and supplies.
Topics: Equipment & Supplies (General); Accounting & Inventories; Aircraft; Aircraft Supplies & Equipment; Buildings & Living Accommodation, including Furniture & Furnishings; Cataloguing, Identification & Labelling; Clothing & Kit General; Clothing & Kit Purchase Descriptions; Clothing & Kit Design Specifications, Authorities & Approvals; Clothing & Kit Issues & Receipts; Clothing & Kit Material and Clothing; Clothing & Kit Testing & Samples; Condemnation & Destruction; Firearms & Weapons General; Firearms & Weapons Ammunition; Enquiries & Information (concerning uniforms, equipment and supplies); Loans (of uniforms and equipment); Material Specifications; Procurement & Purchases; General Stores; Micrographic Equipment & Supplies; Office Machines; Office Furniture & Furnishings; Printing & Duplicating Equipment; Stationery & Office Supplies; Technical Equipment & Technical Equipment Evaluations; Telecommunication Equipment Evaluations; Computer Equipment, Hardware and Software; Riot & Crowd Control Equipment; Water Transport & Outboard Motors; and Vehicles (purchase, maintenance, repair licensing, insurance, credit card system and disposal).
Format: Paper, microfilm, electronic.
Program Record Number: CMP ADM 005

Administration Financial Records
Description: Headquarters, Directorates, Divisions, Districts and Detachments each may have administrative records of a policy and/or

routine nature pertaining to the financial matters of the RCMP.
Topics: Finances (General); Accounting; Accounting Cash; Accounts Payable & Accounts Payable Commercial Firms & Supplies Other Government Departments or Police Departments Utilities; Accounts Receivable General Policing &Government Department; Acts, Directives and Orders; Allowances & Deductions; Banks & Banking; Budgets & Budgeting; Cheques; Coding (Financial Coding Systems); Contingency Account; Estimates; Fees (consultant, professional, tuition, membership, etc.); Funds (Benefit Trust Fund); Grants; Postage; Signing Authorities; Statements, Summaries and Reports; Taxes; Transfer Expenses; Transport Requisitions; Traveling Expenses.
Format: Paper, microfilm, electronic.
Program Record Number: CMP ADM 004

Administration General Administration Records
Description: Headquarters, Directorates, Divisions, Districts and Detachments each may have administrative records of a policy and/or routine nature pertaining to the organization, administrative history and policy of the RCMP.
Topics: General Administration; Abbreviations, Designations and Titles; RCMP Vehicular Accidents; Addresses and Speeches; Briefings and Presentations; RCMP Act and Regulations; Agreements Not Otherwise Specified; Agreements for Policing Services; Agreements for Policing Services Provinces, Yukon and NWT; Agreements and Requests for Policing Cities, Towns, Municipalities, and Aboriginal Communities; Appreciation, Condolences, Greetings; Associations and Societies; Corporate Identity Program; Badges, Flags and Colours; Cafeterias; Canteens; Messes; Campaigns and Canvassing; Cemeteries, Graves and Memorials; Ceremonies and Celebrations; Claims (on behalf or against the Crown); Complaints against the RCMP; Conferences and Committees; Meeting Internal, Cultures and Customs; Dress Regulations; Gifts and Presentations to/from RCMP; Audits; Inspections and Evaluations; Reviews and Overviews; Quality Assurance Process, Inventions and Patents; Copyright; Licences, Passes and Permits; Museums, Relics and Curios; Official Languages; RCMP Organization; Headquarters Organization; Region Organization, Division Organization; Boundary Organization, Organization Other Government Departments, RCMP Planning Process; Manuals; Commissioner's Bulletin; Pony Express; Reports and Returns; Commissions;

Saluting and Compliments; Sports and Recreation Clubs (RCMP).
Format: Paper, microfilm, electronic.
Program Record Number: CMP ADM 001

Administration General Services Records
Description: Headquarters, Directorates, Divisions, Districts and Detachments each may have administrative records of a policy and/or routine nature pertaining to services that support the administration and operation of the RCMP.
Topics: General Services; Office Services; Artisan Services; Correspondence Management; Directives Management; Data Processing Services (general); Standards and Documentation; Software and Operations; Data Transmission; Operations; Automated Systems; Projects & Studies; Systems Research & Planning; Systems Integration; CPIC Services & Liaison Services; Forms Management; Graphic Arts Management; Horses; Liaison and Public Relations General; Liaison Solicitor and Attorneys General; Exhibitions (by and participated in by RCMP, e.g. CNE, Calgary Stampede, etc.); Historical (history of and articles about RCMP); Visits and Tours to/by RCMP; RCMP Quarterly; Library Services; Mail Management; Quality Service Delivery, Management Services; Micrographic Services; Computer Output Microfilm Services, Program Evaluation; Performance Measurement; Photographic Services; Printing and Duplication; Publications; Records Management; Records Filing Systems; Records Disposition; Research and Development Management; RCMP Band; RCMP Gazette; RCMP Musical Ride; Telecommunications; Telecommunication Projects; Radio Services; Transmission Services; Telephone Services; Interoffice Communications Systems; Translation Services; Transportation and Accommodation; Police Service Dogs.
Program Record Number: CMP ADM 007

Administration Personnel Records Public Service and Municipal Employees
Description: Headquarters, Directorates, Divisions, Districts and Detachments each may have administrative records of a policy and/or routine nature pertaining to Public Service and municipal Employees of the RCMP.
Topics: Public Service and Municipal Employees records, general; Acts & Regulations; Accidents & Injuries; Hours of Work; Bulletins & Circulars; Collective Bargaining; Conduct, Discipline & Grievances; Competitions; Competitions Individual, Employment General; Evaluation & Performance Rev.; Health & Medical; Income Tax; Insurance; Leave & Holidays; Pay, Salaries & Wages;

Pension; Transfers; Volunteers (Including Victim Services Workers).
Format: Paper, microfilm, electronic.
Program Record Number: CMP ADM 003

Administration Personnel Records
RCMP Members
Description: Headquarters, Directorates, Divisions, Districts and Detachments each may have administrative records of a policy and/or routine nature pertaining to the records dealing with members of the RCMP.
Topics: RCMP Personnel (Members Records); Accidents & Injuries (other than RCMP Transport); Accreditations and Credentials; Appointments; Awards & Honours (including PS & municipal employees); Suggestion Awards; Classification (RCMP General); Classification Standards; Delegation of Classification and Monitoring; Classification of Position Files; Complaints against and by members of the RCMP; Complaints-Individual, Debts & Loans; Discharge of firearms in the Course of Duty; Discharge & Retirements; Discipline and Conduct, Suspensions, Discharge and demotions, Formal Discipline, Loss of basic Requirements, Damage to or Loss of Government Property (boards or investigations); Establishment (including PS Employees); Evaluation & Performance Reviews; Staffing; Health & Medical Services; Member Assistance Program; Occupational Health Nursing Services; Fitness and Lifestyle Program; Psychological and Emotional Health Services; Occupational & Environmental Health & Safety (regulations); Hours of Work; Inquiries & Information on personnel (including PS & Municipal Employees, serving and ex-members, etc); Income Tax; Insurance General, Life, Hospital and Provincial; Leave; Morale; Oaths of Allegiance and Secrecy (including PS & Municipal Employees); Passports and Visas, arrangements for (including PSE's & Municipal Employees); Pay, Bonus & Salaries; Pensions, Human Resources Management Information System (HRMIS); Privileges; Promotions; Promotional Dispute Resolution; Recruiting and Employment; Recruiting Advertising; Recruiting – Career Day Displays; Temporary Civilian Employees (guards, matrons, etc.); Succession Planning; Training and Development, General (including PS & Municipal Employees) Foreign Govt. Assistance, Canadian Non RCMP Law Enforcement Agencies, Centralized, Canadian Police College Research & Program Development, Divisional, Offered outside the RCMP (Language and university); Training Recruit; Training Cadets.

Format: Paper, microfilm, electronic.
Program Record Number: CMP ADM 002

Operational Investigative Records
Description: Headquarters and Directorates in Ottawa, Divisions, Districts and Detachments each may have sequential, investigational records relating to protective services, occurrences reported to, and/or under investigation by the RCMP.
Topics: Occurrences & Investigations including statements, exhibit reports, copies of court documents and in some instances records relating to criminal histories & intelligence and related documentation pertaining to offences under the: Criminal Code, Federal Statutes, Provincial Statutes, Municipal By-Laws and Territorial Ordinances; Occurrences & Investigations providing assistance to Multi jurisdictional Authorities, Foreign Authorities, Federal Authorities, Provincial Authorities, Municipal Authorities, Territorial Authorities, Private Companies and the General Public; V.I.P. Protection (Foreign and Canadian); Threats made against the country and the police.
Format: Paper, microfilm, electronic.
Program Record Number: CMP INV 001

Operational Policy Records/Operations Records
Operational Policy Records
Description: Headquarters and Directorates in Ottawa, Divisions, Districts and Detachments each may have records concerning the instructions and interpretations of policy relating to the enforcement of statutes and regulations, and the policy relating to cooperation with governments, foreign law enforcement authorities and the general public.
Topics: General policy subjects; Counsel (appointment, transportation and co-operation with); Fines & Costs (collection and disposition); Prisoners & Mental Patients (custody, transportation, searching); Exhibits (custody and disposition); Correspondence (crime reports); Human Sources; Jurisdiction; Laws (enforcement and amendments); Cooperation with and Assistance to Foreign Authorities, Federal authorities, Provincial authorities, Territorial Authorities, Municipal Authorities, Private Companies, and the General Public; Criminal Intelligence Branch; Securities Fraud Information Centre; Special Services Branch; V.I.P. Protection; Threat Assessments police Country.
Program Record Number: CMP OPS 001

Operations Records

Description: Headquarters and Directorates in Ottawa, Divisions, Districts and Detachments each may have records concerning the policies, procedures and correspondence related to instructions and interpretations of policy relating to the enforcement of statutes and regulations, and the policy relating to cooperation with governments, foreign law enforcement authorities and the general public.

Topics: Forensic Laboratory Services – General, Chemistry, Counterfeit Detection, Document Examination, Firearms and Ammunition Examination, Biology, Toxicology Services, Social Science, Photography – Laboratory, Forensic Laboratory Analysis – General, Forensic Identification Support, Fingerprinting, Photography – Identification, Computer-Enhanced Photograph, Film Processing, Composite Drawings, Criminal Records, Audio and Video Recording Analysis, Cryptanalysis, Criminal Behaviour Analysis, VICLAS, Polygraph, Counter-Technical Intrusion, Explosives, Dangerous Material and Improvised Explosives Devices, Computer Analysis of Evidence, Other Operational Support, Firearms Control and Administration – General, Canadian Firearms Safety Courses, Canadian Firearms Safety Instructors, Prohibited Weapons/Devices, Prohibited Weapons/Devices – Individual Weapons, Firearms Acquisition Certificate (FAC), Firearms Licences and Authorizations – Individual Weapons, Refusals, Revocations, Prohibitions, Permits and Registration – General, Restricted Weapons – Individual Weapons, Other Weapons, Other Weapons – Individual Weapons, Firearms Permits for Minors, Shooting Clubs/Ranges, Shooting Clubs/Ranges – Individual Weapons, Firearms Dealers, Import/Export of Firearms, Storage of Firearms, Firearms Collections, Firearms Collections – Museums – Individual Museums, Firearms Collections – Corporate Collections, Identification/Tracing Firearms, Disposition of Firearms, Police Use of Firearms, Police Use of Other Weapons, Contingency Plans, Tactical Troop and Emergency Response Team – General, Tactical Troop and Emergency Response Team – Deployment, Emergency Operations Centre, Search and Rescue (SAR) Program, Search for Lost or Dangerous Person, Location of Fugitives, Missing Persons, Missing Children Registry, Location of Persons – Other, International Police Cooperation, Security, Security – Organizational and Administrative, Security – Personnel, Physical Security – General, Test and Evaluation – Physical Security, Specifications – Physical Security, Inspections – Physical Security, Closed-Circuit Television, Communications Security, EDP Security, Information Security, Armoured Vehicles – Security, Protective Policing – General, VIP Security, Major Events Security, Airport Policing and Security, Protection of Property, Media Support – General, Media Relations, Community Consultative Groups – General, Community Policing -General, Contact with Potential Offenders -General, Special Programs- General, Aboriginal and Visible Minority Policing, Restorative Justice, Preventive Initiatives, Patrols – General, Crime Prevention Through Environmental Design, Criminal Intelligence – General, Strategic Intelligence, Tactical Intelligence, Exchange of Criminal Intelligence, National Security Investigations – General, Threat Assessments, Criminal Extremists/Terrorists, Jurisdiction – General, Pursuits/Roadblocks, Interviews and Interrogations – General, Search and Seizure – General, DNA Warrants, Intercept Authorizations, Dial Number Recording – Warrants, Video Surveillance – Warrants, Tracking Device – Warrants, Authorizations – Not Otherwise Specified, Search – With Warrant, Search – Without A Warrant, Evidence, Conducting Investigations – General, Notebooks, Major Investigations – General, Joint Forces Operations (JFOs), Undercover Operations – General, Undercover Operations – Companies, Surveillance – General, Electronic Surveillance, Physical Surveillance, Photo Identification, Information Sources – General, Human Sources, Source/Witness Protection, Other Sources, Victim Services, Domestic Violence, Criminal Code Offences – Investigative Procedures – General, Offences Against the Person, Homicide, Assault, Sexual Assault, National Sex Offender Registry, Kidnapping/Abduction, Hijacking and Hostage Taking, Dangerous Offender, Offences Against Property – General, Break and Enter, Theft, Computer Crime, Fraud, Integrated Market Enforcement, Forgery, Uttering, Counterfeiting, Currency Offences, Arson, Other Criminal Code Offences, Bribery of Public Official, Breach of Public Trust, Influence Peddling, Morals Offences, Pornography, Obscenity, Prostitution, Bawdy House, Gaming Offences, Lotteries, Unlawful Assembly, Firearms Offences, Economic Crime – General, Proceeds of Crime, Bankruptcy and Insolvency, Revenue Canada – Tax Program, employment Insurance, Customs and Excise – General, Smuggling, Export and Import, Drugs

– General, Drug Interdiction Program, Drug Awareness Program, National Automated Drug Intelligence Program, Drug Violator Classification Program (VIOL), Citizenship, Immigration, Refugees, Deportation, Smuggling of Aliens, Passports – General, Environmental Investigations, Cultural Property, Wildlife, Transportation, Financial Loss to Government, Consumer Protection , Other Federal Investigations, Foreign Enlistment, Provincial/Territorial Statute Investigations, Municipal Bylaw Investigations, Traffic Enforcement Activities, Breath testing, Accident Investigations – Traffic, Accident Investigations – Other, Human Deaths – General, Applicant Investigations – General, Provincial Securities – Applicants (SFIC), Orders and Decorations Investigations – General, Access to Information Protection of Privacy, Access to Information Act – Request for Access, Privacy Act – Request for Access, Provincial Information Access and Privacy Act Requests, Lost and Found Property, Arrest – General, Prisoners and Mentally Disturbed Persons – General, Young Offenders, Cell Security, Witnesses – General, Witnesses – Civil Actions, Prosecutions – General, Prosecution – Charges, Exhibits, Fees and Costs, Fines, Parole/Probation, Civil Actions.
Format: Paper, microfilm, electronic, photographs, tapes, CD, videotapes, audiotapes, diskettes.
Program Record Number: CMP OPS 001

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Hospitality

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks

Personnel (RCMP)
Applicants and Cadet Records
Description: The file and the Human Resource Management Information System (HRMIS) contains such material as applicant evaluations, selection test score, candidate assessments, engagement check sheet, pare certification and related correspondence, personnel interview report data update. Information on successful applicants who are enrolled by the RCMP is placed on a Cadet file. Information on successful applicants who are engaged in the RCMP is placed in the member performance review and appraisal records (CMP PPE 801), service records (CMP PPE 802) and medical records (CMP PPE 808). In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and the location where the last application was made. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Security/Reliability screening records have to be accessed via CMP PPU 065. Complaints dealing with the suitability of individuals may be found in bank CMP PPU 085.
Class of Individuals: This bank contains personal information on individuals who have applied for engagement in the RCMP as regular members, special constable members or civilian members.
Purpose: This information is used to determine the suitability of individuals for engagement in the RCMP.
Consistent Uses: This information is also used for research, planning, evaluation statistics and may also be matched with the following information

banks: CMP PPU 090 (Honours and Awards), CMP PPE 804 (Member Grievance Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 805 (RCMP Member Discipline Records); CMP PPU 085(Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records); CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: Information on unsuccessful applicants is maintained for a period of five calendar years at the headquarters of the division to which they applied. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 2000/030, 89/013
Related PR#: CMP ADM 002
TBS Registration: 001008
Bank Number: CMP PPU 070

Complaints Against the RCMP or a Member, Enquiries and General Assistance
Description: This bank contains Part VII RCMP Act investigations and criminal investigation reports, occurrence reports, voluntary statements of members, statements of witnesses and complainants, and related correspondence of members and complainants. In addition to the requirements indicated on the Personal Information Request Forms, individuals must provide their full name, date of birth, sufficient detail of the occurrence, and the geographic location where the information search is to be conducted. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Part VII RCMP Act investigations dealing with complaints from the public and which result in discipline against a member may be located in bank CMP PPE 805.

Class of Individuals: This bank contains personal information on individuals who have been involved in complaints against the RCMP or its members, general enquiries by the public concerning the RCMP, and cases of general assistance to the public by the RCMP.

Purpose: This information is used for the internal administration of the RCMP.

Consistent Uses: The RCMP External Review Committee and the RCMP Public Complaints Commission may use the information respectively to enquire into grievances and investigate complaints against the RCMP or its members. Information in this bank is also used for research, planning, evaluation, press releases and statistical purposes. This Information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: Information in this bank is retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 89/025, 96/023, 96/024
Related PR#: CMP ADM 002
TBS Registration: 001011
Bank Number: CMP PPU 085

Honours and Awards
Description: This bank contains recommendations, supporting material, social insurance numbers (SIN) in some cases, and any assessments relating to the granting of an honour or award. The SIN is collected under the authority of the FAAS-7 for the purpose of maintaining information relative to the Treasury Board (TB) Recognition Policy. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide the geographic location and sufficient detail of circumstances as may relate to them. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.

Class of Individuals: This bank contains personal information on individuals who have been recommended for an honour or award (usually for an act of bravery or distinguished service to the country), where the RCMP has provided supporting data to the issuing authority.

Purpose: This information is used by the issuing authorities of various honours and awards programs to assist in determining whether or not to grant an honour or award. The SIN is used /collected for the purpose of issuing awards (cheque and T4 – 1A slip for income tax purposes) under the TB Recognition Policy, Canadian

Honours System and RCMP Long Service Medal Regulations.

Consistent Uses: This information may also be used for research, planning, evaluation and statistics and may also be matched with the following information banks: CMP PPE 070 (Applicants'/ Cadets' Records); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 805 (RCMP Member Discipline); CMP PPU 085 Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records) and CMP PPE 818 (Employment Equity Program); CMP PPE 804 (RCMP Member Grievance Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: Information in this bank is retained for a minimum of three calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 89/013, 96/024
Related PR#: CMP ADM 002
TBS Registration: 001012
Bank Number: CMP PPU 090

RCMP Police Car Accidents/Claims By or Against the RCMP

Description: This bank contains investigational and occurrence reports, statements, claims for damages, legal decisions and related documentation. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their contact with the RCMP including the date, nature and geographic location of the occurrence. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.

Class of Individuals: This bank contains personal information on individuals who have been involved in RCMP transport accidents, assessment and/or demands respecting damage or loss in relation to

property, and other similar claims by or against the RCMP.

Purpose: This information is used to determine liability for motor vehicle accidents and to process damage settlements.

Consistent Uses: Information in this bank is also used for the internal administration of the RCMP, research, planning, evaluation and statistics and may also be matched with the following information banks: CMP PPE 070 (Applicants'/ Cadets' Records); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 805 (RCMP Member Discipline); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records), CMP PPE 818 (Employment Equity Program) and CMP PPE 804 (RCMP Member Grievance Records). This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Information in this bank is retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 89/013, 95/009, 96/023, 96/024
Related PR#: CMP ADM 001
TBS Registration: 001009
Bank Number: CMP PPU 075

Information and Identification Services Criminal Records, Summaries of Police Information, and Identification Fingerprints

Description: This bank contains criminal records (convictions and discharges certifiable under Section 667 of the Criminal Code of Canada), summaries of police information related to other charges and their dispositions, Pardoned Records, fingerprints, and related correspondence identifiable by fingerprints. It also contains identification fingerprints pursuant to the Immigration and Refugee Protection Regulations

2002 (IRPR 2002) and fingerprints of employees of the RCMP and the CSIS. In addition to the requirements indicated on the Personal Information Request form, individuals who wish copies of their (a) criminal record, (b) summary of police information related to them or (c) Pardoned record, must forward identifiable fingerprints to: the Director, Information & Identification Services, RCMP, Box 8885, Ottawa, Ontario, K1G 3M8, specifying their requirement for a criminal record only, both criminal record and summary of police information and/or their Pardoned Record. The request will be treated informally and will be responded to as soon as practicable. These fingerprints are used for the purposes of search and positive identification only, and will be returned with the access request results. Information in this bank may be maintained in hard copy files, microfilm electronic images as well as in automated form in the Canadian Police Information Center (CPIC) and/or in the Criminal Record Entry Maintenance and Monitoring Direct Entry System (CREMM – DES). Records are held at RCMP Headquarters and various external RCMP detachments.

Note: Pardoned Records will be released only to individuals entitled to these records under the Privacy Act or with the approval of the Solicitor General of Canada.

Class of Individuals: Individuals who have been fingerprinted as a result of criminal charges, individuals fingerprinted under the IRPR 2002 and employees of the RCMP and the CSIS.

Purpose: Law enforcement, security/reliability clearances and identification purposes.

Consistent Uses: This information is used by domestic and foreign law enforcement and investigative agencies of federal/provincial/state and municipal governments, departments of the criminal justice system and the courts, in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. This information is used by the insurance crime prevention bureaus for the purpose of combating arson and auto theft and related offences, by the federal/provincial/municipal agencies for security and reliability screening, by the Canadian Security Intelligence Service for the purposes of investigating threats to the security of Canada and the preparation of security assessments. This information is also used for research planning, evaluation and statistical purposes and may be matched with information from other personal information banks and/or

program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. Fingerprints taken under authority of the IRPR 2002 are used for identification purposes in the immigration process. RCMP and CSIS employee fingerprints are used to assist in the maintenance of continuously updated security/reliability clearances.

Retention and Disposal Standards: The personal information contained in this bank is broken down into several categories. The National Archivist of Canada has assigned each of these categories a corresponding retention schedule which can vary from several months to the time data subject reaches the age of one hundred years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 91/015, 96/023
Related PR#: CMP INV 001
TBS Registration: 001002
Bank Number: CMP PPU 030

Restricted Weapon Registration System (RWRS)

Description: This data bank contains applications to register restricted weapons, registration certificates, and other weapons that are recorded to police agencies, government departments, museums, firearms dealers and others, inter-provincial permits to carry, transport or convey restricted weapons as was required under former Part III of the Criminal Code of Canada (prior to 98-12-01). The data bank also contains documentation on prohibition orders, refusals and revocation of registration certificates and inter-provincial permits to carry. Under the Firearms Act, the records kept in the registry by the Commissioner of the RCMP under former Part III of the Criminal Code of Canada are transferred to the Registrar who has the authority to maintain a registry of every Firearms Registration Certificate. In addition to the requirements on the Personal Information Request Form, individuals must provide their full name, date of birth and address. Information in relation to registration certificates, refusals or revocations of registration certificates, and inter-provincial permits to carry restricted weapon(s) is located at RCMP headquarters in Ottawa. Information relating to FAC's, other permits, certificates and prohibitions is located at

the detachment or unit level. Individuals wishing to access information not held in Ottawa must indicate the location and/or the name of the RCMP unit where the application was made, or the permit or certificate issued. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy, on microfilm, and in automated form in the Canadian Police Information Center (CPIC).

Class of Individuals: Individuals who have applied to register restricted weapons in Canada and have been issued a registration certificate; applied to the local registrar (L.R.) of firearms for a permit to carry/convey/transport a restricted weapon in Canada; been refused or have had a permit or certificate revoked; or have been prohibited from possessing firearms.

Purpose: The administration and enforcement of firearms control legislation in Canada.

Consistent Uses: Information in this bank is used by domestic and foreign accredited law enforcement of federal, provincial/state and municipal governments, and chief provincial/ territorial firearms officers, in the administration or enforcement of the law and in the detection, prevention or suppression of crime in general. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Information in this bank is retained for a minimum of ten calendar years. Some personal information in this bank may be retained permanently pursuant to the Firearms Records Regulations. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada and where the record has not been so designated, it shall be destroyed.

RDA Number: 89/025, 91/015, 95/009, 96/023, 99/006

Related PR#: CMP INV 001

TBS Registration: 005045

Bank Number: CMP PPU 035

Canadian Firearms Registration System (CFRS)
Description: This data bank contains applications to register non-restricted, restricted and prohibited firearms, registration certificates and other firearms that are recorded to police agencies, government departments, and others, inter- provincial and international carrier licences, the names of the individuals who are approved verifiers and authorizations to import and export by firearm dealers as required under the Firearms Act (beginning 98-12-01). The data bank also contains documentation on refusals and revocation of registration certificates, inter-provincial and international carrier licences and authorizations to import and export. The Registrar has the statutory authority under the Firearms Act to maintain a registry of every Firearm Registration Certificate. In addition to the requirements on the Personal Information Request Form, individuals must provide their full name, date of birth and address. Information in relation to registration certificates, refusals or revocations of registration certificates, and inter-provincial and international carrier licences and authorizations to import and export is located at RCMP headquarters in Ottawa. Information relating to firearms licences, other authorizations and prohibitions is located at the Chief Firearms Officer (CFO) or detachment level where applicable. Individuals wishing to access information not held in Ottawa must indicate the location and/or the name of the CFO or RCMP unit where the application was made, or the licence or authorization issued. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy, on microfilm, in automated form in the Canadian Police Information Center (CPIC), File Management System (FMS), or in the Canadian Firearm Registration System (CFRS). The CFRS data bank also contains applications from individuals or business' regarding licences and authorizations that are issued or revoked and applications for licences or authorizations that are refused by the CFO. The data bank also contains documentation on prohibition orders of which the CFO is informed under Section 89 of the Firearms Act. The CFO has the statutory authority under the Firearms Act to maintain a registry of every licence or authorization applied for under the said act. In addition to the requirements on the Personal Information Request Form, individuals must provide their full name, date of birth and address. Information in relation to licences and authorizations that are issued or revoked, applications for licences or authorizations that are refused and documentation on prohibition orders

of which the CFO is informed under Section 89 of the Firearms Act are located at each provincial headquarters of the CFO's. Individuals wishing to access information not held in Ottawa must indicate the location and/or the name of the Federal CFO where the application was made, or the licence or authorization issued. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy, on microfilm and in the automated form in the Canadian Police Information Center (CPIC) or in CFRS.

Class of Individuals: Individuals who have applied to register non-restricted, restricted or prohibited firearms in Canada and have been issued a registration certificate or been refused or have had a licence, authorization or certificate revoked. – Individuals or business' who have applied or been refused or have had a licence, authorization or certificate revoked; or have been prohibited from possessing firearms.

Purpose: The administration and enforcement of firearms control legislation in Canada.

Consistent Uses: Information in this data bank is used by domestic and foreign accredited law enforcement of federal, provincial/state and municipal governments and Chief Firearms Officers, in the administration or enforcement of the law and in the detection, prevention or suppression of crime in general. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Information in this bank is retained for a minimum of ten calendar years. Some personal information in this bank may be retained permanently pursuant to the Firearms Records Regulations. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been designated, it shall be destroyed.

RDA Number: To be determined/Appraisal of the records for CFRS PIB has not been yet conducted.

Related PR#: CMP INV 001

TBS Registration: 005046

Bank Number: CMP PPU 037

Operations Activity

Courses Administered by the RCMP

Description: This bank contains a record of nominal rolls, in some cases assessments including examinations, tests and other forms of performance measures and related documents. This bank also contains personal information on public servants employed by the RCMP, including their social insurance number (SIN), who have participated in courses administered by the RCMP or sponsored by an outside agency. It also includes the SIN of RCMP members who have participated in Public Service Commission (PSC) courses. The information is collected under the authority of the Public Service Staff Relations Act and the Public Service Employment Act. For members of the RCMP, assessments are also maintained on their personnel file (Bank CMP PPE 801). In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, regimental number if applicable, the title, location and date of the course as well as whether they were an instructor or candidate. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.

Class of Individuals: This bank contains personal information on individuals who have applied for or attended, as candidates or instructors, training and development or educational courses administered by the RCMP, the PSC, the National Archives Canada, or other Training/Educational Institutions that are centrally controlled through registration procedures by the RCMP.

Purpose: This information is used to support qualifications for certificates, awards or diplomas, determine the eligibility of candidates for future courses and support the renewal of an instructor's personal service contract. The information pertaining to public servants' and RCMP members' social insurance numbers is for the purpose of managing training throughout the public service and for administering courses provided by the PSC Training and Development Canada.

Consistent Uses: Employee training information is used by managers/supervisors to formulate departmental training plans, verify training courses, and to meet the requirements of Canada Labour Code. This information is also used to produce management reports as well as research, planning, evaluation, statistical analysis and mandatory legislative reporting and may be matched with the following information banks: RCMP Member

Performance Review and Appraisal Records (CMP PPE 801), RCMP Member Promotion Board Proceedings Records (CMP PPE 803), RCMP Grievance Records (CMP PPE 804), RCMP Member Discipline Records (CMP PPE 805); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); Employment Personnel Records (CMP PSE 901), Staffing (CMP PSE 902), Training and Development (CMP PSE 905), Grievances (CMP PSE 910), Discipline (CMP PSE 911), Performance Reviews and Employee Appraisals (CMP PSE 912). All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: Information in this bank is retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 95/009, 95/011, 96/023, 96/024, 98/005
Related PR#: CMP ADM 002
TBS Registration: 001010
Bank Number: CMP PPU 080

Community, Contract and Aboriginal Policing

Community Policing Services
Description: This bank contains personal information on individuals involved in national, regional and divisional RCMP community policing programs. Examples of these programs include Crime Stoppers, Crime Prevention Funding Initiatives, Family Violence Initiatives, Victim Services, Volunteers, Fetal Alcohol Spectrum Disorder (FASD), Restorative Justice, Block Parents, the National Youth Strategy, the Commissioners Advisory Committee on Visible Minorities and Bias-free Policing or other community policing programs. Such programs are intended to prevent and control the incidence of crime and protect life and property. Information in this bank is not generally carded or indexed to an individual. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their involvement in the RCMP program,

including the geographic location, dates and name of the program, to retrieve information of interest. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.
Class of Individuals: Individuals who have applied for and served in national, regional and divisional RCMP community policing programs.
Purpose: This information is used to support RCMP community policing programs.
Consistent Uses: The information is also used for research, planning, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.
Retention and Disposal Standards: Records within this bank are retained by the home division for a minimum of two years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.
RDA Number: 2000/030, 96/023
Related PR#: CMP ADM 001
TBS Registration: 000998
Bank Number: CMP PPU 010

Criminal Operational Intelligence Records (Exempt bank)
Description: This bank contains personal information on individuals who have been implicated, following criminal investigations, in organized and other serious crime such as drug trafficking, securities fraud, corruption, counterfeiting, extortion, gambling, loan sharking, pornography and prostitution. Also included in this bank are records containing personal information concerning administration, policy and management of confidential human sources and witnesses requiring protection relating to criminal operations. This bank contains investigations and occurrence reports, statements and related documentation. This bank is designated by the Governor-in-Council as an exempt bank pursuant to Section 18(1) of the Privacy Act, on the basis of section 22 of the Act. Information in this bank may be maintained in hard copy files as well as in automated form such as Automated Criminal Intelligence Information System (ACIIS) and FOCUS, Police Information Retrieval System (PIRS), Police Reporting

Occurrence System (PROS), National Criminal Data Bank (NCDB).

Class of Individuals: Individuals implicated in, or who are connected with and are the subject of criminal investigations including confidential human sources and witnesses.

Purpose: Compiled in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally.

Consistent Uses: The information is used by accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Personal information concerning human sources and witnesses is used in the administration and management of these individuals. This information is also used by federal departmental security officers for security and reliability screening, as well as for research, planning, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Records within this bank are retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 95/009, 95/011, 96/024, 99/006
Related PR#: CMP INV 001
TBS Registration: 000999
Bank Number: CMP PPU 015

National Security Investigations Records (Exempt bank)

Description: This bank contains personal information about individuals who come to the attention of the RCMP in the course of national security enforcement including information collected in the fulfilment of the primary responsibility conferred by subsection 6(1) of the Security Offences Act, more particularly information obtained or prepared for investigation purposes in respect of an offence under any law of Canada where a) the alleged offence arises out of conduct constituting a threat to the security of Canada within the meaning of the Canadian Security Intelligence Service

Act, or b) the victim of the alleged offence is an internationally protected person within the meaning of section 2 of the Criminal Code, or the apprehension of the commission of such an offence. This bank also contains security assessments relating to internationally protected persons, as well as information concerning the management of protection services for confidential sources and witnesses used in national security investigations. This bank contains personal information on individuals who have been involved in investigations concerning threats, potential threats, or incidents against persons of national or international importance or involving government property. This bank contains investigational and occurrence reports, statements, and related correspondence as well as personal information on numerous individuals the RCMP has an obligation to protect. This bank is designated by the Governor-in-Council as an exempt bank pursuant to Section 18(1) of the Privacy Act, on the basis of section 22 of the Act. Information in this bank may be maintained in hard copy files as well as in automated form on the Secure Criminal Information System (SCIS).

Class of Individuals: Individuals who come to the attention of the RCMP during the course of national security enforcement, including fulfilment of the primary responsibility pursuant to subsection 6(1) of the Security Offences Act, internationally protected persons, and persons providing confidential information in security investigations.

Purpose: Information in this bank is used by the RCMP whose duties involve the enforcement of the law and the prevention of crime in carrying out its mandate and responsibilities in relation to national security enforcement and for the purposes of security and reliability screening.

Consistent Uses: The information is used in the course of national security enforcement including fulfillment of the RCMP's primary responsibility conferred by subsection 6(1) of the Security Offences Act. Information is required to carry out their mandate and responsibilities in relation to national security investigations and for security and reliability screening. Information in this bank is used by domestic and foreign law enforcement and investigation agencies in connection with their official duties and responsibilities in relation to the enforcement or administration of the law and to carry out their mandate and responsibilities in relation to national security investigations. It is also used by CSIS and other federal department security officers for security and reliability

screening. It is also disclosed to domestic and foreign law enforcement and investigative agencies in connection with national security investigations. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 95/009, 96/023, 96/024, 99/006

Related PR#: CMP INV 001

TBS Registration: 001001

Bank Number: CMP PPU 025

Protection of Personnel and Government Property

Description: This bank contains personal information on individuals who have been involved in investigations concerning threats, potential threats, or incidents against persons of national or international importance or involving government property. This bank contains investigational and occurrence reports, statements, and related correspondence as well as personal information on numerous individuals the RCMP has an obligation to protect. Information in this bank may be maintained in hard copy files as well as in automated form such as the Protective Policing Clients & Partnership Retrieval System (PPCPRS). In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and the geographic location where the information search is to be conducted.

Class of Individuals: The information relates to any person considered a threat or possible threat and victims of threats or possible threats.

Purpose: This information was compiled to assess whether or not given individuals pose a threat or are victims of threats as well as for the purposes of administration and enforcement of the law and detection and prevention of crime.

Consistent Uses: This information is used by domestic and foreign law enforcement agencies in the administration and enforcement of the law and in the detection and prevention of crime. It is

used by federal department security officers for security and reliability screening. It is also used for research, planning, evaluation and statistical purposes. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 89/025, 91/015, 95/009, 96/023, 96/024, 99/006, 2005/002

Related PR#: CMP INV 001

TBS Registration: 001006

Bank Number: CMP PPU 055

Departmental Security

Security/Reliability Screening Records

Description: This bank contains personal data about individuals who have been the subject of a security clearance or basic or enhanced reliability check while members or employees of the RCMP, or while applying to become a member or employee of the RCMP or individuals employed under contracts awarded or administered by the RCMP. Security clearances are carried out to assess an individual's loyalty and reliability as it relates to loyalty. Reliability checks are done to assess an individual's reliability. The data in the bank would include personal information about the subject and his or her immediate family. It may also include results or criminal records name or fingerprint checks, credit bureau checks, investigative reports related to interviews with neighbours, previous employers, character references, and an analysis of the information. Also on file is the level of security clearance issued or reliability status granted or the reasons same was denied or revoked.

Class of Individuals: Members or employees of the RCMP or individuals applying to become a member or employee of the RCMP or individuals employed under contracts awarded or administered by the RCMP.

Purpose: To assess an individual's loyalty and reliability as it relates to loyalty. Reliability checks

are done to assess an individual's reliability.
Consistent Uses: This information is used by
accredited domestic and foreign law enforcement
and investigative agencies in the administration
or enforcement of the law and in the detection,
prevention or suppression of crime. This
information may be matched with information
from other personal information banks and/or
classes of records. All linkages for the purpose of
administration or enforcement of the law and in the
detection, prevention or suppression of crime are
in compliance with the provisions of the Privacy
Act. This information may be linked with the
Human Resources Management Information
System (HRMIS).
Retention and Disposal Standards: The
retention and disposal schedule for these records
is 7 years for a Top Secret clearance only and 12
years for Secret, Confidential, Enhanced and Basic
clearance from issue date of clearance or security
update or 2 years from date of last correspondence
on file, whichever is longer.
RDA Number: 95/009, 96/023, 98/001
Related PR#: CMP ADM 001
TBS Registration: 003208
Bank Number: CMP PPU 065

Immigration & Passport

Lost or Stolen Passports
Description: This bank contains personal
information about individuals who have lost their
passports or who have had their passports stolen.
Information contained in this bank is provided
by and is a copy of the Department of Foreign
Affairs and International Trade Passport Office file.
In addition to the requirements indicated on the
Personal Information Request Form, individuals
must provide their full name, date and place of
birth and passport number if known. Individuals
wishing to access only specific information should
identify the material desired, to expedite the
processing of their requests. Information in this
bank may be maintained in hard copy files as
well as in automated form in the Canadian Police
Information Centre (CPIC).
Class of Individuals: Individuals who have lost
passports or had them stolen.
Purpose: To locate lost or stolen passports and
prevent their illegal use.
Consistent Uses: This information is used
by domestic and foreign law enforcement and
investigative agencies of federal, provincial/state
and municipal governments to recover lost or
stolen passports and to identify the illegal use

of these documents. This information may be
matched with information from other personal
information banks and/or program records. All
linkages for the purpose of administration or
enforcement of the law and in the detection,
prevention or suppression of crime are in
compliance with the provisions of the Privacy Act.
Retention and Disposal Standards: Information
is retained until the passport has been located
or has expired. Where the record has been
designated as having archival or historical
value, the record shall be transferred to the
control of the Library and Archives Canada;
and where the record has not been so
designated, it shall be destroyed.
RDA Number: 89/025, 91/015, 95/009, 96/010,
96/023, 96/024, 99/006
Related PR#: CMP INV 001
TBS Registration: 001004
Bank Number: CMP PPU 040

Operational Case Records
Description: This bank contains personal
information on individuals who have been involved
in investigations under the Criminal Code,
federal and provincial statutes, municipal bylaws
and territorial ordinances. This bank contains
investigational and occurrence reports, statements,
exhibit reports, copies of court documents such
as summonses, warrants, etc., court briefs, and
in some instances records relating to criminal
histories. Information in this bank is entirely
searchable but can be restricted from the view of
certain user groups depending on the sensitivity
and a user's requirement to see the information.
In addition to the requirements indicated on the
Personal Information Request Form, individuals
must provide their full name, date of birth and
the location where the investigation occurred.
Individuals wishing to access only specified
information should identify the material desired
to expedite the processing of their requests.
Information in this bank may be maintained in hard
copy files as well as in automated form such as
the Canadian Police Information Centre (CPIC),
the Police Information Retrieval System (PIRS),
the Police Reporting Occurrence System (PROS),
the Police Records Information Management
Environment (PRIME), the Halifax Regional
Municipality Police Records Management System,
the Missing Children's Registry (MCR), the Violent
Crime Linkage Analysis System (ViCLAS), the DNA
Bank, the Secure Criminal Information System
(SCIS), the National Criminal Data Bank (NCDB),
Automated Criminal Intelligence Information

System (ACIIS), the Conducted Energy Weapon (CEW) Usage Report Database, the Reporting Economic Crime On-Line (RECOL) a single Web site where citizens can report everything from credit card fraud to major corporate corruption, the National Security Tip Line created to encourage Canadians to notify the RCMP of any criminal activity which may be associated to terrorism, the File Management System (FMS) established in order to enter information regarding firearms registry and to track files, the Laboratory Information Management System (LIMS), a commercial off the shelf application operating on the RCMP WAN (wide area network) platform which permits the six RCMP Forensic Laboratory sites to function as a single virtual laboratory system to support the sharing/reporting of case related information required to support a national forensic casework service to recognized law enforcement agencies and the Canadian legal system. Personal information contained in LIMS-Plus is minimal (Surname, Given Name 1, Given Name 2, Date of Birth, Sex and Subject Type and complies with PIRS (Police Information Retrieval System) requirements for reporting) and is monitored/managed respecting the regulations for the storage and retention of information under the Archives Act and Privacy legislation. LIMS-Plus operates in a Protected 'B' security environment via Contivity and subject information for Protected 'C', Secret or Top Secret is not entered or maintained in the LIMS-Plus system. LIMS-Plus administration has a feature to 'sequester' information if required for sensitive case information to restrict access to data to a specific user.
Class of Individuals: Individuals involved in or the subject of criminal, municipal, provincial and federal statute investigations.
Purpose: Compiled in the administration or enforcement of the law and in the detection, prevention, or suppression of crime generally. The social insurance number (SIN) is used only for the following purposes: to establish the accurate identification of an individual; to aid in the identification of a deceased person and locate their next-of-kin; or to identify and locate the owner of lost or stolen property that has a SIN inscribed.
Consistent Uses: This information is used by accredited domestic and foreign law enforcement and foreign investigative agencies, departments of the Criminal Justice System and Courts in the administration or enforcement of the law and in the detection, prevention, or suppression of crime

generally. This information is also used by federal departmental security officers for security and reliability screening. Records are created by RCMP recruiting units that reflect indices checks that are conducted in order to determine the suitability of applicants for the RCMP. Firearms Officers are provided a subset of PIRS, PROS, PRIME, Halifax Records Management System information to enable them to administer the Firearms Licensing Program. PIRS information is provided to the Firearms Officers through direct access to a limited subset of PIRS data which is used to populate Firearms Interest Police (FIP) persons category of the Canadian Police Information Centre (CPIC) which fit the general criteria of Section 5 (2) of the Firearms Act. This information may also be used for research, planning, training, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.
Retention and Disposal Standards: Records in this bank are retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.
RDA Number: 91/015, 95/003, 95/009, 95/011, 96/010, 96/023, 96/024, 99/017
Related PR#: CMP INV 001
TBS Registration: 000997
Bank Number: CMP PPU 005

Protective Policing Directorate

Indices Checks – For the Protection of Persons of National and International Importance
Description: This bank contains personal information on individuals who have applied for media accreditation or who, by virtue of their employment, will be in close proximity to visiting national or international dignitaries. This bank contains biographical data supplied by individuals and is used to determine their eligibility to obtain media accreditation; and biographical data on individuals who will have access to areas where a visiting national or international dignitary may be. In addition to the requirements on the Personal Information Request Form, individuals must identify details pertaining to the VIP visit such as name

of visiting dignitary, dates and location of visit, in order to retrieve and expedite the processing of this request.

Class of Individuals: The information relates to media personnel and technicians, and any person who may be in close proximity to the VIP by virtue of their employment.

Purpose: Purpose is to determine eligibility to obtain media or service accreditation for a specific visit, and to comply with the mandate of Protective Services.

Consistent Uses: This information is used by accredited domestic law enforcement agencies to support decisions as to whether media/service accreditation will be granted. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 89/025, 91/015, 95/009, 96/023, 96/024, 98/021, 99/006, 2005/002
Related PR#: CMP ADM 001
TBS Registration: 001007
Bank Number: CMP PPU 060

Public Affairs & Information

Access Request Records

Description: This bank contains personal information on individuals who have previously submitted a Personal Information Request Form and/or an Access to Information Request Form concerning RCMP information banks as well as on individuals who have been the subject of a consultation request from another government institution. It contains previously submitted Personal Information Request Forms, Correction Requests, Access to Information Request Forms, the replies to such requests, appeals and information relating to their processing (ATIP Flow and ATIP Image). When requesting access to this bank, in addition to the requirements indicated on the Personal Information/Access to Information Request Form, individuals must also provide their full name and date of birth.

Class of Individuals: Individuals who have previously submitted Personal Information/Access to Information Request Forms concerning information obtained or prepared by the RCMP.

Purpose: To comply with the Privacy Act and the Access to Information Act, to process Personal Information/Access to Information Request Forms, and for research, planning, evaluation and statistical purposes.

Consistent Uses: The information is used for the processing of Personal Information/Access to Information Request Forms for other RCMP information banks. This information is also used for research, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Records within this bank are retained for two calendar years from the date of the last piece of correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated it shall be destroyed.

RDA Number: 89/025, 91/015, 96/023, 99/006
Related PR#: CMP ADM 001
TBS Registration: 001005
Bank Number: CMP PPU 045

Information Disclosed to Investigative Bodies

Description: This personal information bank contains a copy of the written access request or Treasury Board form 350-56(83/2): Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies listed in Schedule II of the Privacy Act to the RCMP under paragraph 8(2)(e). This bank also contains the replies to such requests and particulars concerning information related to their processing. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and date of birth.

Class of Individuals: Individuals who have been involved in investigations under the Criminal Code, federal and provincial statutes and municipal bylaws are included in this bank.

Purpose: This information was compiled to comply with the Privacy Act, to enable RCMP to account for the number of requests under paragraph 8(2)(e) of the Privacy Act.

Consistent Uses: This information will allow the Privacy Commissioner to audit the procedures utilized as set out in Treasury Board Guidelines 3.7.5. This information is used to verify the conditions of disclosure to federal law enforcement bodies under paragraph 8(2)(e) of the Privacy Act

and to account to the Privacy Commissioner for the number of access requests received annually under the Privacy Act.

Retention and Disposal Standards: Personal information in this bank will be kept for two years after date of last correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.
RDA Number: 96/023
Related PR#: CMP OPS 001
TBS Registration: 003207
Bank Number: CMP PPU 050

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Personnel Security Screening

Relocation

Travel

Manuals

- Administration Manual

- Career Management

- CPIC Reference Manual

- Financial Management

- Firearms Training

- Forensic Identification

- Health Services

- Informatics

- Laboratory Services

- Operational Manual

- Pay Procedures

- Property Management

- Protective Policing

- Tactical Operations

- Training

- Uniform and Dress

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the RCMP and its various programs and functions may be directed to:

Royal Canadian Mounted Police Public Affairs Directorate
1200 Vanier Parkway
Ottawa, Ontario K1A 0R2

Telephone: 613-993-1085

Reading Room

In accordance with the Access to Information Act, members of the public may examine the basic and subsidiary manuals governing the administration and operation of the Royal Canadian Mounted Police at:

Ministry of the Public Safety & Emergency Preparedness Canada
340 Laurier Avenue West
Ottawa, Ontario K1A 0R2

(Hours: 8:00 to 15:00)

Reading room facilities are also available regionally. Individuals who wish to avail themselves of this service must contact the Access to Information and Privacy Coordinator to set an appointment.

Royal Canadian Mounted Police External Review Committee

Chapter 146

General Information

Background

The Royal Canadian Mounted Police External Review Committee was created on December 18, 1986 as a result of the 1976 Report of the Commission of Inquiry Relating to Public Complaints, Internal Discipline and Grievance Procedure within the Royal Canadian Mounted Police.

Responsibilities

The RCMP External Review Committee is a neutral third partry that provides an independent and impartial review of certain types of grievances, and of formal disciplinary, discharge and demotion appeals referred to it by the Royal Canadian Mounted Police, pursuant to the RCMP Act. The Committee reports annually to Parliament through the Minister, Public Security and Emergency Preparedness Canada. The Committee may institute hearings, summon witnesses, administer oaths and receive and accept such evidence or other information as the Committee sees fit. The findings and recommendations of the Chairperson or the Committee are sent to the parties and the Commissioner of the Royal Canadian Mounted Police for his decision.

Legislation

- RCMP External Review Committee Rules of Practice and Procedure
- Regulations pursuant to the RCMP Act
- Royal Canadian Mounted Police Act

Organization

The RCMP External Review Committee is designated as a department within the meaning of and for the purposes of the Financial Administration Act. Treasury Board is its employer.

The Committee is responsible for the operational review of certain types of grievances, and of formal disciplinary, discharge and demotion appeals referred to the Committee by the Royal Canadian Mounted Police. The review program provides an analysis and reporting service and associated procedural, logistical and outreach services required to support an orderly and effective review process.

Membership

The Committee can be made up of a chairperson, a vice-chairperson and three other members, all appointed by the Governor in Council. The Chairperson is a full-time member, and is the chief executive officer of the Committee.

Executive Director & Senior Counsel (EXE)

The Executive Director is responsible to the Chairperson for the administration of the case review function. He/she is responsible for providing strategic leadership, as well as developing and implementing the Committee's management framework, its strategic priorities, its business plan, and its financial and human resources, and the political and legislative challenges facing the Committee. As Senior Counsel he/she is accountable for directing the provision of legal advice, interpretation and opinions to the Committee.

Information Holdings

Program Records

Access to Information and Privacy Activities and Policy
Description: Information on Committee policies and procedures regarding the Access to Information Act and the Privacy Act.
Topics: Policy, procedures and report files; updates to Info Source; statistical and activity reports.
Access: By subject.
Program Record Number: ERC EXE 055

Case Review
Description: Information on disciplinary appeals, discharge and demotion appeals, and grievance cases referred to the Committee pursuant to the RCMP Act for review and disposition.
Topics: Case files; case analyses; findings and recommendations.

Access: By case file.
Program Record Number: ERC EXE 041

Communications
Description: Information on the mandate of the Committee for distribution to the public and to stakeholders.
Topics: Quarterly "Communiqués"; Annual Reports; mandate information.
Access: By subject.
Program Record Number: ERC EXE 065

Questions of Law or Jurisdiction
Description: Information on legal issues relating to the Committee's mandate and jurisdiction.
Topics: Legal opinions; analyses; draft policies.
Access: By subject.
Program Record Number: ERC EXE 020

Research
Description: Information on the research conducted by the Committee on areas related to its mandate.
Topics: Research reports; comparative data; thematic analyses.
Access: By subject.
Program Record Number: ERC EXE 050

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Business Continuity Plans (BCP)

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Personnel

Proactive Disclosure

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

Particular Personal Information Banks

RCMP Member Discharge and Demotion References
Description: This bank contains information on discharge and demotion of RCMP members where such process has been referred to the RCMP External Review Committee pursuant to the RCMP Act. In addition to the requirements indicated on the Personnel Information Request Form, individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.
Class of Individuals: Members of the RCMP who have been subject to discharge or demotion proceedings which have been referred to the RCMP External Review Committee pursuant to the RCMP Act.
Purpose: The information is used by the RCMP External Review Committee in dealing with discharge or demotion cases referred to the Committee pursuant to the RCMP Act.
Consistent Uses: The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act.
Retention and Disposal Standards: These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting discharge and demotion case files meeting specific criteria.
RDA Number: 95/028
Related PR#: ERC EXE 041
TBS Registration: 002874
Bank Number: ERC PPU 801

RCMP Member Discipline References
Description: This bank contains information on the formal discipline of RCMP members where

such discipline has been referred to the RCMP External Review Committee pursuant to the RCMP Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

Class of Individuals: Members of the RCMP who have been the subject of formal disciplinary proceedings which have been referred to the RCMP External Review Committee pursuant to the RCMP Act.

Purpose: The information is used by the RCMP External Review Committee in dealing with formal discipline cases referred to the Committee pursuant to the RCMP Act.

Consistent Uses: The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act.

Retention and Disposal Standards: These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting discipline case files meeting specific criteria.

RDA Number: 95/028
Related PR#: ERC EXE 041
TBS Registration: 002876
Bank Number: ERC PPU 803

RCMP Member Grievance References

Description: This bank contains information, forwarding comments, recommendations and decisions resulting from grievances submitted by members of the RCMP and referred to the RCMP External Review Committee pursuant to the RCMP Act. In addition to the requirements indicated on the Personal Information Request Form individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

Class of Individuals: Members of the RCMP who have submitted grievances which have been referred to the RCMP External Review Committee pursuant to the RCMP Act.

Purpose: The information is used by the RCMP External Review Committee in dealing with grievances referred to the Committee pursuant to the RCMP Act.

Consistent Uses: The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination

of precedents, and in the preparation of reports pursuant to the RCMP Act.

Retention and Disposal Standards: These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting grievance case files meeting specific criteria.

RDA Number: 95/028
Related PR#: ERC EXE 041
TBS Registration: 002875
Bank Number: ERC PPU 802

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Business Continuity Plans (BCP)

Electronic Network Monitoring Logs

Hospitality

Personnel Security Screening

Travel

Classes of Personal Information

General Administrative Documentation

In the course of conducting the activities and program of the RCMP External Review Committee, categories of personal information are accumulated which are not contained in the specific information banks described in this entry. Examples of such personal information include routine correspondence of an administrative nature, contracts for personal and professional services and unsolicited applications for employment. This information is normally filed by general subjects and is retrievable only if specifics are provided concerning the data and subject matter. The retention periods for these classes of personal information are controlled by the records schedules of the general subject files in which they are stored.

Additional Information

Requests for further information on the RCMP External Review Committee may be directed to:

Executive Director and Senior Counsel
RCMP External Review Committee
P.O. Box 1159, Station B
Ottawa, Ontario K1P 5R2

Telephone: 613-998-2134
Facsimile: 613-990-8969
E-mail: org@erc-cee.gc.ca
Internet: www.erc-cee.gc.ca

Reading Room

In accordance with the Access to Information Act, members of the public may examine the basic and subsidiary manuals governing the administration and operations of the RCMP External Review Committee at the:

Public Safety and Emergency Preparedness Canada
340 Laurier Avenue West
Ottawa, Ontario K1A 0P8

Hours: 8:00 to 15:00

Saguenay Port Authority

Chapter 147

General Information

Background

The Saguenay Port Authority was created May 1, 1999 by Letters Patent issued on that date and delivered by the Minister of Transport pursuant to Section 8 of the Canada Marine Act. Therefore, the Saguenay Port Authority is a Canadian Port Authority and an agent of Her Majesty in right of Canada within the framework of the Canada Marine Act.

Before May 1, 1999 the Saguenay Port Authority was a non corporate port as per the Canada Ports Corporation Act and was called the «Port of Saguenay».

Responsibilities

The Port of Saguenay contributes to the implementation of a National Marine Policy that provides Canada with the marine infrastructure that it needs and that offers effective support for the achievement of local, regional and national social and economic objectives and will promote and safeguard Canada's competitiveness and trade objectives.

Navigable waters under the jurisdiction of the Saguenay Port Authority as well as federal real property under its management or held by it are listed in Schedule «A» and «B» of its Letters Patent.

The Saguenay Port Authority has the powers of a natural person and its authority to operate a port is limited to the power to engage in port activities related to shipping, navigation, transportation of passengers and goods, handling of goods and storage of goods, to the extent that those activities are specified in the letters patent and other activities that are deemed in the letters patent to be necessary to support port operations.

Among its rights and obligations the Saguenay Port Authority must see to the management of federal real property and personal property and any rights related to the property. It may fix fees to be paid in respect of ships, vehicles, aircraft and persons coming into or using the port and goods and services it provides or any privilege conferred by it. As for order and safety, the Saguenay Port

Authority shall take appropriate measures for the maintenance of order and the safety of persons and property in the port.

Legislation

- Canada Marine Act, C.A. 1998, Chapter C-10
- Port Authorities Management Regulations
- Letters Patent of the Saguenay Port Authority
- Interim By-Law on works of Port Authorities
- Canada Ports Corporation Operating By-law, C.R.C. 1978 chap. 1064 as modified.

Organization

Chief Executive Officer

The Chief Executive Officer of the Saguenay Port Authority, who is the head of the institution for the purposes of the Access to information Act, exercises all the powers and responsabilities pertaining to this function under the Act in question.

Administration and Traffic

This sector is responsible for financial analysis, budget forecasts, drafting of financial reports and the corporate plan, cash management, computer systems, marine traffic management within harbour limits, allocation of berths and enforcement of regulations as a port authority.

Operation and Development

This sector is responsible for the development of port business and ensures the optimal use of facilities. It also analyses industry trends, conducts market and economic studies, plans advertising, maintains and operates facilities as well as carrying out emergency planning.

Information Holdings

Program Records

Commercial Information
Description: Economic and business forecasts, commodity outlook and other commercial information.

Topics: Statistics, forecasts; commodities, rates.
Program Record Number: SAG COM 005

Corporate Plans
Description: Information on the corporate plan.
Topics: Guidelines, assessment; research;
forecasts, data and cost analysis.
Program Record Number: SAG ENT 020

Engineering Services
Description: Information on the planning,
design, construction and maintenance of
Saguenay Port Authority.
Topics: Construction supervision; consultant
management; research; drafting; tenders;
work orders; inspections; progress reports and
payments.
Program Record Number: SAG ING 010

Marketing
Description: Information on marketing plans
and market research; analysis of commercial
and financial data necessary to develop
marketing plans.
Topics: Research; studies; surveys and reports;
cost analysis; storage and packaging of goods;
traffic; statistics.
Program Record Number: SAG MAR 015

Security
Description: Information relating to accidents
and investigations.
Topics: Incident summaries; assessments;
research.
Program Record Number: SAG SEC 025

Tariffs
Description: Information on the establishment of,
and revisions to, tariffs.
Topics: Harbour dues; berthage rates; wharfage
rates; remissions; notices.
Program Record Number: SAG TAR 030

Standard Program Records

Please see the INTRODUCTION to this publication
for the definition of Standard Program Records and
a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audits

Budgets

Buildings

Classification of Positions

Employment and Staffing

Equipment and supplies

Finance

Human Resources

Lands

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Training and Development

Utilities

Particular Personal Information Banks

Access Request Data Bank
Description: This bank contains requests from
individuals seeking information under the Access to
information Act and the Privacy Act.
Class of Individuals: General public.
Purpose: This bank processes access requests
and reports the total number of requests
processed.
Consistent Uses: This bank is used to report on
the administration of the Access to information and
Privacy Acts.
Retention and Disposal Standards: Records are
retained for two years and then destroyed.
TBS Registration: 004344
Bank Number: SAG PPU 015

Applications for Employment
Description: This bank contains applications
received from the general public for possible
employment with the Saguenay Port Authority.
Class of Individuals: General public.
Purpose: Information may be used to fill vacancies
in the Saguenay Port Authority for which applicants
have suitable qualifications.
Consistent Uses: The bank provides a record of
the information used in staffing a position.
Retention and Disposal Standards: Records are
retained for one year and then destroyed.
TBS Registration: 004343
Bank Number: SAG PPU 010

Claims
Description: This bank contains information
relating to settlements by and against the
Saguenay Port Authority.
Class of Individuals: General public, companies
and institutions of Canadian or foreign extraction.
Purpose: This bank documents the settlements

of all claims by or against the Saguenay Port Authority.

Consistent Uses: This bank documents the legal settlements of all claims by or against the Saguenay Port Authority.

Retention and Disposal Standards: Records are retained for two years after the settlement and then destroyed.

TBS Registration: 004345

Bank Number: SAG PPU 020

Personal Service Contracts

Description: This bank contains the terms and conditions of individuals employed on contract to the Saguenay Port Authority.

Class of Individuals: General public.

Purpose: The purpose of this bank is provide documentation and authorization for personal service contracts.

Consistent Uses: This bank is used to record payment to individuals for income tax purposes as well as budgetary spending.

Retention and Disposal Standards: Records are retained for six years after expiry of the contract and then destroyed.

TBS Registration: 004342

Bank Number: SAG PPU 005

Property Services

Description: This bank contains information on the property that is managed by the Authority and tenants.

Class of Individuals: General public.

Purpose: This bank is used to document property transactions between Her Majesty, the Saguenay Port Authority and general public such as leases, agreement, sale, exchange or purchase of lands.

Consistent Uses: The information in this bank is used to document the decision process in property matters.

Retention and Disposal Standards: Records are retained for an indeterminate period.

TBS Registration: 004346

Bank Number: SAG PPU 025

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Personnel Security Screening

Classes of Personal Information

In the course of conducting the programs and activities of the Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes requests for information, expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Engineering Policies and Procedures
- Financial Management Policies and Guidelines
- Operating By-law
- Operational Procedures and Guidelines Manual
- Port Authorities Management Regulations

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Saguenay Port Authority under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the Saguenay Port Authority.

Requests for further information about Saguenay Port Authority and its various programs and functions may be directed to:

Saguenay Port Authority
6600 Quai-Marcel-Dionne Road
La Baie, Quebec G7B 3N9

Telephone: 418-697-0250
Facsimile: 418-697-0243
E-mail: info@portsaguenay.ca
Internet: www.portsaguenay.ca

Reading Room

Saguenay Port Authority has designated office space at its offices as a reading room for the purposes of the Access to Information Act. The address is:

6600 Quai-Marcel-Dionne Road
Ville de Saguenay arrond La Baie, Quebec
G7B 3N9

Sahtu Land & Water Board

Chapter 148

General Information

Background

The Sahtu Land & Water Board is a regulatory authority that has its origins from the land claim process in the Sahtu Settlement Area of the Northwest Territories. The Sahtu Settlement Area or Sahtu region as it is commonly referred to is the area where the benefits and terms of the Sahtu Dene and Metis Comprehensive Land Claim Agreement apply. It covers 280,238 square kilometres including Great Bear Lake. The five communities in the region are Colville Lake, Fort Good Hope, Tulita (formerly Fort Norman), Deline (formerly Fort Franklin) and Norman Wells.

Responsibilities

The Mackenzie Valley Resource Management Act (MVRMA) which was proclaimed December 22, 1998, empowers the Sahtu Land & Water Board to regulate the use of land and water by issuing, amending, renewing and suspending land use permits and water licences throughout the Sahtu region. This authority extends to all crown, Sahtu lands and private lands. The MVRMA prescribes the Mackenzie Valley Land Use Regulations, the Northwest Territories Water Act/Regulations as the principal regulatory instruments for the Board to use.

Legislation

* Mackenzie Valley Resource Management Act

* NWT Waters Act

Organization

The Board is composed of five members including, apart from the chairperson, two members appointed on the nomination of the Sahtu Secretariat Incorporated (SSI), one member appointed on the nomination of the GNWT and one member appointed on the nomination of the Federal Government. A Chairperson was appointed after the MVRMA was proclaimed.

The Sahtu Land & Water Board has an office in Fort Good Hope with an Executive Director, Office Administrator, Financial Controller, Permit/Licence Clerk, Land/Resource Geographer, Hydrologist, Land Technician, and Water Technician.

Information Holdings

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Account and Accounting

Administration and Management Services

Budget

Classification of Positions

Employment and Staffing

Equipement and Supplies

Finance

Furniture and Furnishings

Human Resources

Information Technology Services

Office Appliances

Pensions and Insurance

Personnel

Procurement

Physical Security

Relocation

Salaries and Wages

Training and Development

Travel

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Electronic Network Monitoring Logs

Internal Disclosure of Wrong Doing in the Work-Place

Personnel Security Screening

Relocation

Travel

Manuals

• Land Use Permit Process

• Land Use Permit Application Form

• Water Licence Process

• Water Licence Application Form

• Rules for Public Hearings

Additional Information

See the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Sahtu Land and Water Board may be directed at the following address:

P.O. Box 1
Fort Good Hope, Northwest Territories
X0E 0H0

Telephone: 867-598-2413
Facsimile: 867-598-2325
E-Mail: sahtuadm@allstream.net
Internet: www.slwb.com

Reading Room

In accordance with the Mackenzie Valley Land Use Regulations, an area on the premises of this institution has been designated as a Public Registry reading room. The address is:

K'asho Gotine Building
Fort Good Hope, Northwest Territories

Sahtu Land Use Planning Board

Chapter 149

The annual update for this institution was not received for inclusion in the 2006-2007 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

General Information

Background

The Sahtu Land Use Planning Board is a co-management agency that has its origins in the land claim process of the Sahtu Settlement Area in the Northwest Territories. The Sahtu Settlement Area or Sahtu Region as it is commonly referred to, is the area where the benefits and terms of the Sahtu Dene and Metis Comprehensive Land Claim Agreement apply. It covers 280,238 square kilometres including Great Bear Lake. The five communities in the region are Colville Lake, Fort Good Hope, Tulita, Deline and Norman Wells.

Responsibilities

The Mackenzie Valley Resource Management Act (MVRMA) which was proclaimed December 22, 1998, empowers the Sahtu Land Use Planning Board to prepare and implement a land use plan for the Sahtu Region. This authority extends to all crown, Sahtu lands and other private lands exclusive of municipalities.

Legislation

- Mackenzie Valley Resource Management Act

- Sahtu Dene and Metis Comprehensive Land Claim Agreement

Organization

The Board is composed of five members including, apart from the chairperson, two members appointed on the nomination of the Sahtu Secretariat Incorporation (SSI), one member appointed on the nomination of the GNWT and one member appointed on the nomination of the Federal Government. A Chairperson is appointed after nomination by the other four members.

The Sahtu Land Use Planning Board has an office in Fort Good Hope staffed with a Senior Planner, Office Manager, and a Senior Planner Trainee. We also employ field workers in each community.

Information Holdings

Program Records

Natural Resources Program
Description: Information collections about the renewable and non-renewable resources of the Sahtu Region.
Program Record Number: SLP NRP 005

Social Sciences Program
Description: Information about the people and communities of the Sahtu Region such as demographics, socio-economics, and traditional knowledge.
Program Record Number: SLP SSP 005

Land Use Planning Process
Description: Information about the land use planning process and procedures employed by the Sahtu Land Use Planning Board.
Program Record Number: SLP LUP 005

Promotional Materials
Description: Promotional materials about the Board such as, brochures, pamphlets, etc.
Program Record Number: SLP PRO 005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Audits

Budgets

Employment and Staffing

Equipment and Supplies

Finance

Human Resources

Office Appliances

Personnel

Training and Development

Utilities

Vehicles

Additional Information

See the INTRODUCTION to this publication for information on access procedures under the provision of the Access to Information Act and the Privacy Act.

Requests for further information about the Sahtu Land Use Planning Board may be directed to:

Office Manager
Sahtu Land Use Planning Board
P.O. Box 235
Fort Good Hope, Northwest Territories
X0E 0H0

Telephone: 867-598-2055
Facsimile: 867-598-2545
E-mail: info@sahtulanduseplan.com
Internet: www.sahtulanduseplan.com

Library

The Board maintains a small library of materials related to land use planning at our office in Fort Good Hope. These materials are available to the public, subject to our borrowing procedures.

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

House 37010
Fort Good Hope, Northwest Territories
XOE OHO

Saint John Port Authority

Chapter 150

General Information

Background

The Saint John Port Authority was established pursuant to the Canada Marine Act, which received Royal Assent on the 11th day of June 1998 and came into force with respect to Saint John on May 1st 1999. The Canada Marine Act repealed the Canada Ports Corporation Act of 1983, which amended the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the 1964 Harbour Commissioners Act. As a consequential amendment, the Port Authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

The Canada Marine Act created 18 Port Authorities with their own Letters Patent and responsible to Parliament through Transport Canada.

Responsibilities

The role of the Saint John Port Authority is to facilitate and expand the movement of cargo and passengers through the Port of Saint John, provide facilities, services and technologies that are competitive, safe, commercially variable, dependable and customer oriented and to operate with broad public support in the best interests of Canadians.

Legislation

- Canada Marine Act, R. S. C. 1998, chapter C-10
- Management Regulations
- Operating Regulations

Organization

President and Chief Executive Officer

The President and Chief Executive Officer of the Saint John Port Authority is the Head of the Institution for the purposes of the Access to Information Act and exercises all the powers and responsibilities pertaining to this function under the Act in question.

Finance and Technical Services

This department is made up of Accounting, Finance, Statistics, General and Property Administration, Information Systems, Engineering Services,Environmental Services, and Human Resources.

Trade Development and Operations

This department consists of Port Operations, Outside Services, Security, Customer Relations, and Market Development.

Public Relations Communications

This department is responsible for Community, Media and Government Relations, Promotion and Special Events, and Advertising.

Information Holdings

Program Records

Legal and Corporate
Description: Information relating to agreements, contracts, acts and regulations, corporate by-laws, litigation, opinions and research. Includes the minutes of the Board of Directors and Committees, and Orders in Council appointing members of the Board.
Topics: Meetings, minutes, legislation, submissions, trademarks, registration and claims.
Format: Textual, Electronic.
Program Record Number: SJPA LEG 005

Harbour Operations
Description: Information relating to traffic, vessels, safety, emergency planning, and related subjects.
Topics: Accident and incident; navigation, anchorage; harbour headline; berthage; recreation; dangerous goods.
Format: Textual, Electronic.
Program Record Number: SJPA OPE 010

Terminal Operations
Description: Information relating to cargo, leased and non-leased facilities operations, and cruise ship operations.
Topics: Cargo and Cruise Terminals; Operators.
Format: Textual, Electronic.
Program Record Number: SJPA TER 020

Security

Description: Information relating to investigations, security, and liaisons.
Topics: Investigation and incident summaries; security service; terminals security.
Format: Textual, Electronic, Photographic.
Program Record Number: SJPA SEC 030

Cargo Handling

Description: Information relating to storage, transfer, cargo, commodities, transportation and related subjects.
Topics: Bulk, breakbulk, container and liquid cargos.
Format: Textual, Electronic.
Program Record Number: SJPA CAR 040

Port Development

Description: Information relating to future planning and policy development, growth through capital projects and includes development projects and land use plans.
Topics: Land use; land acquisition and disposition; regional/municipal use.
Format: Textual, Electronic.
Program Record Number: SJPA DEV 050

Property

Description: Information relating to the administration of the Authority's properties, property leases, licenses, easements and acquisitions and disposals of property.
Topics: Payment in lieu of taxes; metes and bounds; insurance; appraisals; leases; easements; recreational use.
Format: Textual, Electronic.
Program Record Number: SJPA PRO 060

Environmental Services

Description: Information relating to environmental assessment reports, issues and projects.
Topics: Environmental projects; audits; issues.
Format: Textual, Electronic, Photographic.
Program Record Number: SJPA ENV 070

Engineering

Description: Information relating to building management, maintenance of facilities and structures, projects design and construction.
Topics: Dredging; hydrographics; facility; construction; inspections; railways; roads: specifications and plans; standards.
Format: Textual, Electronic, Photographic.
Program Record Number: SJPA ENG 080

Marketing/Communications

Description: Information relating to media relations, press releases, client relations, marketing analysis, advertising, promotional events and community relations.
Topics: Media; advertising, publications; contacts; community and government relations.
Format: Textual, Electronic, Photographic.
Program Record Number: SJPA MAR 090

Information Systems

Description: Information relating to information systems, hardware, software, security and access, requirements and networks.
Topics: Hardware; software; inventory operations; security; suppliers, development.
Format: Textual, Electronic.
Program Record Number: SJPA INF 100

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of the Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Finance

Human Resources

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Staff Relations

Training and Development

Vehicles

Particular Personal Information Banks

Access Request Data

Description: This bank contains requests from individuals seeking information under the Access to information and Privacy Act.
Class of Individuals: General public.
Purpose: The bank processes access requests and reports the total number of requests processed.
Consistent Uses: None.
Retention and Disposal Standards: Records

are retained for two years after resolution and then destroyed.
RDA Number: 98/001
Related PR#: SJPA LEG 005
TBS Registration: 004460
Bank Number: SJPA PPU 005

Applications for Employment
Description: This bank contains applications from the General public for possible employment with the Saint John Port Authority.
Class of Individuals: General public.
Purpose: Information may be used to fill vacancies in the Saint John Port Authority for which the applicants have suitable qualifications.
Consistent Uses: None.
Retention and Disposal Standards: Records are retained for two years and then destroyed.
RDA Number: 98/005
Related PR#: SJPA SEC 030
TBS Registration: 004461
Bank Number: SJPA PPU 010

Board of Directors
Description: This bank contains correspondence relating to nominees, the Orders-in-Council appointing members, brief biographies and statements of qualifications.
Class of Individuals: Candidates for appointment and appointees to the Board of Directors.
Purpose: The purpose of the Bank is to assist in the appointment of individuals as directors of the Saint John Port Authority.
Consistent Uses: None.
Retention and Disposal Standards: Records are retained for five years and then transferred to National Archives.
RDA Number: 98/001
Related PR#: SJPA LEG 005
TBS Registration: 004462
Bank Number: SJPA PPU 015

Classes of Personal Information

In the course of conducting the programs and activities of the Saint John Port Authority categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes: requests for information, expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date the information was received by the Saint John Port Authority and the name of the person to whom it was addressed. The retention periods for these types of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Contingency Plan

- Official Languages

- Operating Procedures

- Policies and Guidelines

- Practises and Procedures for Vessels in Saint John Harbour

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and Privacy Act.

Please note: Requests made to the Saint John Port Authority under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the Saint John Port Authority.

Requests for further information about the Saint John Port Authority and its various programs and functions may be directed to:

Saint John Port Authority
133 Prince William Street, 5th Floor
Saint John, New Brunswick E2L 2B5

Telephone: 506-636-4869
Facsimile: 506-636-4443
E-mail: port@sjport.com
Internet: www.sjport.com

Reading Room

The Saint John Port Authority's library has been designated under the Access to Information Act as a public reading room. The address:

133 Prince William Street, 5th Floor
Saint John, New Brunswick

St. John's Port Authority

Chapter 151

General Information

Background

The St. John's Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998 and came into force with respect to Port Authorities on the 1st day of May, 1999. This Act repealed the Canada Ports Corporation Act of 1983 which amended the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the 1964 Harbour Commissions Act.

The Canada Marine Act created 18 Port Authorities with their own specific Letters Patent and are responsible to Parliament through the Minister of Transport.

Responsibilities

The role of the St. John's Port Authority is to facilitate and expand the movement of cargo and passengers through the Port of St. John's, provide facilities, services, and technologies that are competitive, safe, commercially variable, dependable and customer oriented and to operate with broad public support in the best interests of Canadians.

Legislation

- Canada Marine Act, R.S.C. 1998, chapter C-10
- Management Regulations
- Operating Regulations

Organization

President and Chief Executive Officer

The President and Chief Executive of the St. John's Port Authority, who is the Head of the Institution for the purposes of the Access to Information Act, exercises all the powers and responsibilities pertaining to this function under the Act in question.

Operations Division

This Division consists of Harbour Master, Technical Services, Maintenance, Security, and Statistics.

Finance and Administration Division

This Division consists of Accounting, Administration, Human Resources, Finance and Information Services.

Business Development

This Division is responsible for Business Development and Marketing,

Information Holdings

Program Records

Cargo Handling
Description: Information relating to storage, transfer, cargo, commodities, transportation, and related subjects.
Topics: Bulk cargo, container cargo, liquid cargo.
Access: Filed by subject.
Format: Hard copy and/or electronic.
Program Record Number: STJPA CRH 005

Communications and Marketing
Description: Information relating to media relations, press releases, client relations, marketing analysis advertising, promotional events, and community relations.
Topics: Media clippings, advertising, corporate identity publications; promotions and events.
Access: Filed by subject.
Format: Hard copy and/or electronic.
Program Record Number: STJPA CAM 015

Engineering
Description: Information relating to buildings management, equipment, and vehicles, maintenance of facilities and structures, projects design and construction, and utilities.
Topics: Dredging and filling, specifications, and standards.
Access: Filed by subject.
Format: Hard copy and/or electronic.
Program Record Number: STJPA ENG 025

Environmental Services
Description: Information relating to environmental assessment findings, issues and checklists, and projects.
Topics: Environmental issues and projects.
Access: Filed by subject.

Format: Hard copy and/or electronic.
Program Record Number: STJPA EVS 035

Harbour Operations
Description: Information relating to traffic, vessels, safety, emergency planning, pollution, and related subjects.
Topics: Incidents, wharfage, berthage, dangerous goods.
Access: Filed by subject.
Format: Hard copy and/or electronic.
Program Record Number: STJPA HRO 050

Information Systems
Description: Information relating to hardware, software, information systems, security and access, departmental requirements, and networks.
Topics: Support; security.
Access: Filed by subject.
Format: Hard copy and/or electronic.
Program Record Number: STJPA IFS 065

Corporate Secretarial
Description: Information relative to Board of Directors and Committee minutes, and Orders in Council appointing Board members.
Topics: Submissions; legislation.
Access: Filed by subject and/or meeting date.
Format: Hard copy and/or electronical.
Program Record Number: STJPA CRS 080

Port Development
Description: Information relating to St. John's Port Authority growth through capitalization, future planning, and overall policy development. Includes land use plans, development projects and inquiries.
Topics: Construction, tendering, investigations, land use management, submissions, general correspondence.
Access: Filed by subject.
Format: Hard copy and/or electronic.
Program Record Number: STJPA PTD 095

Properties
Description: Information relating to the administration of Authority properties, property leases, licences, and easements.
Topics: Leases, agreements, maintenance, general correspondence.
Access: Filed by subject.
Format: Hard copy and/or electronic.
Program Record Number: STJPA PRP 110

Terminal Operations
Description: Information relating to cargo offshore supply operations and commercial fishing activity.

Topics: Cargo terminal; operators.
Access: Filed by subject.
Format: Hard copy and/or electronic.
Program Record Number: STJPA TRO 140

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Classifications of Positions

Employment and Staffing

Finance

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Relocation

Salaries and Wages

Travel

Particular Personal Information Banks

Applications for Employment
Description: This bank contains applications received from the general public for possible employment with the St. John's Port Authority.
Class of Individuals: General Public
Purpose: Information may be used to fill vacancies in the St. John's Port Authority for which applicants have suitable qualifications.
Consistent Uses: To provide a record of the information and documentation used in staffing positions.
Retention and Disposal Standards: Records are retained for two years then destroyed.
RDA Number: 98/005
Related PR#: STJPA PRN 921
TBS Registration: 005034
Bank Number: STJPA PPU 005

Board of Directors
Description: This bank contains correspondence relating to nominees, the Orders-in-Council appointing members, brief biographies and statements of qualifications.
Class of Individuals: Candidates for appointment and appointees to the Board of Directors.
Purpose: The purpose of this bank is to assist in the appointment of individuals as directors of the St. John's Port Authority.
Consistent Uses: To provide information on the appointments of Directors.
Retention and Disposal Standards: Records are retained for five years then transferred to National Archives.
RDA Number: 2002/001
Related PR#: STJPA CRS 080
TBS Registration: 005035
Bank Number: STJPA PPU 010

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Hospitality

Personnel Security Screening

Relocation

Travel

Classes of Personal Information

In the course of conducting the programs and activities of the St. John's Port Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes: requests for information; expressions of public support; offers of services; and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and the name of the person to whom it was addressed. The retention periods

of these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

• Royal Bank/ADP Payroll Manual

• St. John's Port Authority Port Emergency Plan

• Superannuation Administration Manual

• Superannuation Insurance Administration Manual

• Financial Management Policies and Guidelines

• Land Use Plan

• Port Authorities Operations Regulations

• St. John's Port Authority Practices and Procedures

• Safety Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the St. John's Port Authority and its various programs and functions may be directed to:

St. John's Port Authority
1 Water Street
P. O. Box 6178
St. John's, Newfoundland and Labrador
A1C 5X8

Telephone: 709-738-4782
Facsimile: 709-738-4784
E-mail: info@sjpa.com
Internet: www.sjpa.com

Reading Room

St. John's Port Authority's Library has been designated under the Access to Information Act as a public reading room. The address is:

1 Water Street, 2nd Floor
St. John's, Newfoundland

Seaway International Bridge Corporation, Ltd.

Chapter 152

Background

The Seaway International Bridge Corporation, Ltd. (the Joint Venture) is an agent of The Federal Bridge Corporation, Ltd. and its U.S. counterpart, the Saint Lawrence Seaway Development Corporation. The purpose of the Joint Venture is to operate and manage the international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, based on a September 1957 joint venture agreement.

The crossing consists of two high level bridges and an interconnecting roadway and toll plaza located on Cornwall Island, in the St. Lawrence River. The crossing accommodates single lane traffic in both north and south directions.

The Federal Bridge Corporation Ltd. and the St. Lawrence Seaway Development Corporation are the owners of the bridges and roadway.

The Corporation obtains the majority of its funds from bridge tolls, and a nominal amount from leases and licenses as well as interest earned on short-term investments.

The Corporation's objectives are to: Operate and maintain an international toll bridge system; ensure the safe and efficient movement of vehicle traffic and the protection of the environment; and return annual financial surpluses to the Seaway entities.

Responsibilities

The head office, located in Cornwall, Ontario, operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners – The Federal Bridge Corporation Ltd. of Canada and the United States Saint Lawrence Seaway Development Corporation.

Legislation

The Seaway International Bridge Corporation Ltd. was incorporated under the Canada Business Corporations Act in 1962 and is a subsidiary of the Federal Bridge Corporation Ltd. The Federal Bridge Corporation Ltd. was created under the St. Lawrence Seaway Authority Act in 1998, and owns all of the shares in the Seaway International Bridge Corporation.

Organization

The President, appointed by the Federal Bridge Corporation and 7 other Directors, all appointed by the Federal Bridge Corporation and the Saint Lawrence Seaway Development Corporation, constitute the Corporation's board of directors. The General Director, the Operation Manager and the Maintenance Manager are based on Cornwall Island in the St. Lawrence River near Cornwall, Ontario. Corporate functions include collection of tolls, maintenance of structures and roadways, and administration.

Administrative Services

These services include Office Support, accounting & purchasing. Support the board of directors by providing assistance and advice in the technical and management areas of the Corporation's organization to respond effectively to the Corporation's business needs and objectives. Oversee the integrity of the Corporation's financial statements and report to the board of directors on the financial performance of the organization. Plan and coordinate the Corporation's budget process. Treasury, leagal counsel, human resources, engineering and archives management services are provided by the head office, the Federal Bridge Corporation.

Operation

This service is in charge of operating and maintening a toll system, issue bridge passes and ensure the safe and efficient mouvement of vehicle traffic. Provide as well, external public relations.

Maintenance

This service is in charge of overseeing the conception of plans and term of references, put out call for tenders and manage maintenance projects related to the bridge and roadways.

Information Holdings

Program Records

Seaway International Bridge Corporation Ltd
Description: Information on The Seaway International Bridge Corporation, Ltd., the Roosevelt Bridge, the South Channel Bridge and the North Channel Bridge and tolls.
Topics: The Seaway International Bridge Corporation Ltd, Roosevelt Bridge (relocation); New York Central Railroad Co. (purchase); Cornwall International Bridge Co. Ltd. (purchase of shares); operation and maintenance; agreement with the United States Saint Lawrence Seaway Development Corporation; South Channel and North Channel Bridges – construction, operation and maintenance, annual inspection, damages, complaints, lighting; tolls, bridge passes, toll collections equipment, toll revisions; reports on traffic statistics; shareholders', directors', and management committee meetings.
Access: The information is filed with the concerned department.
Program Record Number: SIBC SIBC 120

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Hospitality

Relocation

Travel

Particular Personal Information Banks

Accounts Payable Files
Description: Files contain the names and addresses of firms and individuals, invoices for services rendered or products provided, detailing the amount owing, and any supporting documentation to substantiate the account. Original accounts payable vouchers together with supporting documentation are maintained in hard copy and are filed by date of payment. Access to this bank will require name, address and date of account.
Class of Individuals: Individuals, firms, employees.
Purpose: The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided

services or sold products to the Corporation, or for the payment of travel advances and the reimbursement of travel expenses to Corporation employees.
Consistent Uses: May be used for accounting and referential purposes.
Retention and Disposal Standards: Original accounts payable vouchers together with supporting documentation. Retained 7 years and then destroyed.
RDA Number: 72/019
Related PR#: SIBC SIBC 120
TBS Registration: 000283
Bank Number: SIBC PPU 075

Accounts Receivable Files
Description: Files contain the names and addresses of firms, individuals, details of the amounts owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. Access to the bank will require name and address.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the recovery or payment of monies owing to the Corporation.
Consistent Uses: May be used for accounting and referential purposes.
Retention and Disposal Standards: Retained 7 years and then destroyed.
RDA Number: 72/019
Related PR#: SIBC SIBC 120
TBS Registration: 000284
Bank Number: SIBC PPU 080

Application for Employment
Description: This bank contains completed employment application forms, résumés, letters of reference and replies to applications.
Class of Individuals: Individuals seeking employment.
Purpose: This bank exists to retain applications for employment.
Consistent Uses: To support decisions regarding the referral of candidates for staffing purposes.
Retention and Disposal Standards: Retained two years and then destroyed.
RDA Number: 72/019
Related PR#: SIBC SIBC 120
TBS Registration: 001601
Bank Number: SIBC PPU 121

Bridge Passes
Description: A record of the names of individuals to whom a bridge pass has been issued and pass usage. This bank is computerized. Access to this

bank will require name.
Class of Individuals: Firms, individuals, reserve inhabitants.
Purpose: To maintain a record of names of individuals to whom a bridge pass has been issued and pass usage.
Consistent Uses: May be used for referential and legal purposes.
Retention and Disposal Standards: Retained five years after litigation is settled and then kept indefinitely.
RDA Number: 72/019
Related PR#: SIBC SIBC 120
TBS Registration: 000292
Bank Number: SIBC PPU 120

Claim, Accident Files
Description: This bank includes, accident, investigation and claim reports, names and addresses of individuals or firms lodging claims or the names of persons involved in accidents. Access to this bank will require name, address and description of the accident or the reason for the claim.
Class of Individuals: Individuals, firms.
Purpose: The purpose of this bank is to maintain information relating to claims by or against the Corporation, debts due to or owed by the Corporation for damages, or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals.
Consistent Uses: The information is used for referential purpose.
Retention and Disposal Standards: Kept six years after settlement and then destroyed.
RDA Number: 72/019
Related PR#: SIBC SIBC 120
TBS Registration: 000282
Bank Number: SIBC PPU 070

Construction Contract Files
Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for construction projects.

Consistent Uses: These files may be used for research purposes for future contract work.
Retention and Disposal Standards: Kept ten years and then retained indefinitely.
RDA Number: 72/019
Related PR#: SIBC SIBC 120
TBS Registration: 000286
Bank Number: SIBC PPU 090

Deed Files
Description: This bank contains information relating to property to be expropriated or purchased, appraisal reports, name and address of the person or firm from whom the property was obtained as well as a copy of the purchase document. The filing sequence is by document number with name of the seller appearing on the file cover. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the Corporation's acquisition of land, through expropriation or purchase, and any buildings that might be located thereon.
Consistent Uses: May be used for referential purpose.
Retention and Disposal Standards: Files are retained indefinitely.
RDA Number: 72/019
Related PR#: SIBC SIBC 120
TBS Registration: 000289
Bank Number: SIBC PPU 105

Easement Files
Description: This bank contains information relating to the granting of easement, request for a privilege, name and address of person or firm granting or obtaining the easement, establishment of a fee as well as a copy of the document. The filing sequence is by document number with the name of the firm or individual appearing on the file cover. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the granting of easements to or from the corporation for such privileges as drainage purposes, powerline, pipeline and communication line crossing purposes.
Consistent Uses: The information contained in this bank is used for reference purposes.
Retention and Disposal Standards: Files are retained for three years after expiry of privilege involved and then kept indefinitely.
RDA Number: 72/019
Related PR#: SIBC SIBC 120

TBS Registration: 000291
Bank Number: SIBC PPU 115

Lease, Licence Files
Description: This bank contains information relating to the property or services to be leased or licensed, request for lease or licence, name and address of person or firm leasing or licensing, appraisal report, establishment of amount of rental as well as a copy of the document. The filing sequence is by document number with the name of lessee or licensee appearing on the file cover. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the leasing or licensing of land, buildings, office accommodation, parking facilities to or from the Corporation.
Consistent Uses: The information contained in this bank is used for reference purposes.
Retention and Disposal Standards: Retained 7 years after the outcome, then kept indefinitely.
RDA Number: 72/019
Related PR#: SIBC SIBC 120
TBS Registration: 000290
Bank Number: SIBC PPU 110

Procurement Contract Files
Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between the contractor and the corporation, correspondence and documentation for payment of the contract. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for the supply of materials and equipment.
Consistent Uses: These files may be used for research purposes for future contract work.
Retention and Disposal Standards: Retained 7 years after the outcome. Then destroyed except documents pertaining to capital assets which are retained indefinitely.
RDA Number: 72/019
Related PR#: SIBC SIBC 120
TBS Registration: 000285
Bank Number: SIBC PPU 085

Professional Service Contract Files
Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for the supply of professional services such as consulting, engineering, design, legal and inspection services.
Consistent Uses: These files may be used for research purposes for future contract work.
Retention and Disposal Standards: Retained 7 years after the outcome. Then destroyed except documents pertaining to capital assets which are retained indefinitely.
RDA Number: 72/019
Related PR#: SIBC SIBC 120
TBS Registration: 000288
Bank Number: SIBC PPU 100

Purchase Orders and Tender Files
Description: Files may contain a requisition for items, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted, documentation awarding the purchase order, delivery follow-up and price escalation correspondence. Access to this bank will require name, address and purchase order number.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment.
Consistent Uses: These files may be used as research for future purchase requirements.
Retention and Disposal Standards: Retained seven years and then destroyed.
RDA Number: 72/019
Related PR#: SIBC SIBC 120
TBS Registration: 000287
Bank Number: SIBC PPU 095

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Personnel Security Screening

Relocation

Travel

Manuals

- Accident Prevention Manual

- Canada Labour Code

- Operations Manual

- Personnel Manual

- Purchasing Manual

- Records Management Manual

- Emergency Response Plan Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Seaway International Bridge Corp. Ltd. under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the Seaway International Bridge Corp. Ltd.

Requests for further information about The Seaway International Bridge Corp. Ltd. and its various programs and functions may be directed to:

The Seaway International Bridge Corporation, Ltd.
Counsel and Secretary
55 Metcalfe Street, Suite 1210
Ottawa, Ontario K1P 6L5

Telephone: 613-993-6880
Internet: www.sibc.ca
Email: info@federalbridge.ca

The Federal Bridge Corporation, Ltd
Counsel and Secretary
55 Metcalfe Street, Suite 1210
Ottawa, Ontario K1P 6L5

Telephone: 613-993-6880
Internet: www.federalbridge.ca
Email: info@federalbridge.ca

Reading Room

In accordance with the Access to Information Act, an area on the premises of the following institution has been designated as a public reading room. The address is:

The Seaway International Bridge Corporation, Ltd.
Administration Building
Cornwall Island
Cornwall, Ontario

Security Intelligence Review Committee

Chapter 153

The annual update for this institution was not received for inclusion in the 2006-2007 version of this Info Source publication. The following is from the 2005-2006 version of Info Source.

General Information

Background

The Security Intelligence Review Committee was established under the Canadian Security Intelligence Service Act in July 1984.

Responsibilities

The Security Intelligence Review Committee is an independent external review body mandated to audit and review the Canadian Security Intelligence Service's performance of its duties and functions. The Committee also has the task of investigating complaints from the public about any CSIS action. The complaints function can be divided into three areas: (1) The Committee is empowered to investigate complaints resulting from the denial of security clearances to government employees and contractors. (2) The Committee conducts investigations in relation to reports made by Government Ministers about persons in relation to citizenship and immigration, certain human rights matters, and organized crime. (3) As stipulated by the CSIS Act, the Committee investigates complaints lodged by persons "with respect to any act or thing" done by the Canadian Security Intelligence Service. The Committee is required to report annually to Parliament on these matters.

Legislation

• Canadian Security Intelligence Service Act

Organization

The Security Intelligence Review Committee consists of up to five members appointed from the Queen's Privy Council for Canada. The Review Committee has a staff that conducts research and investigations in support of the Committee's mandate.

Research Section

Provides the external review of the activities of the Canadian Security Intelligence Service through research studies, the results of which are included in the Committee's Annual Report to Parliament.

Complaints Section

Investigates complaints from individuals concerning the activities of the Canadian Security Intelligence Service and complaints resulting from the denial of federal security clearances. Investigates reports made by Government Ministers about persons in relation to citizenship and immigration, certain human rights matters, and organized crime. Investigates cases referred to the Committee from the Canadian Human Rights Commission.

Information Holdings

Program Records

Complaints
Description: The Committee investigates complaints under section 41 and 42 of the Canadian Security Intelligence Service Act.
Topics: Information on each complaint submitted to the Security Intelligence Review Committee is placed in a separate file. These files contain all correspondence, memoranda, records from investigations and hearings and reports held under the control of the Committee.
Program Record Number: SIR COM 001

Organization and Functions
Description: Information on the Security Intelligence Review Committee's organization and operations.
Topics: General correspondence, appointments, organization, complaint procedures, meetings, annual reports.
Program Record Number: SIR ORG 002

Research
Description: The Committee undertakes research projects in order to review the compliance of CSIS activities witht the provisions of the CSIS Act, Ministerial Direction, CSIS operational policy and other related legislation.
Topics: Information on each research project undertaken by the Committee is placed on a

separate file. These research files contain work plans, correspondence, memoranda, records of interviews and reports. Each research report completed by the Committee is listed in its Annual Report to Parliament.
Program Record Number: SIR RES 003

Security

Description: Information on security regulations for the handling of documents, the administration of the personnel security program involving clearance, physical security of the building, installations and facilities.
Topics: General correspondence, physical security, security policy, secure communication equipment, classification of information.
Program Record Number: SIR SEC 004

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration

Administration and Management Services

Budgets

Employment and Staffing

Finance

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Personnel

Physical Security

Proactive Disclosure

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

Particular Personal Information Banks

Complaints

Description: This bank contains the files on complaints received and investigated by the Security Intelligence Review Committee. These files contain all correspondence, memoranda, records from investigations and hearings and reports held under the control of the Committee.
Class of Individuals: Complainants, witnesses, counsel and other parties to the complaint.
Purpose: The bank is used to record and investigate complaints.
Consistent Uses: There are no consistent uses for this information.
Retention and Disposal Standards: These files have a retention period of 30 years. At the end of this 30 year period, these files are transferred to the Library and Archives of Canada (LAC) as historical records.
RDA Number: 94/016
Related PR#: SIR COM 001
TBS Registration: 004449
Bank Number: SIR PPU 005

Contracts

Description: This bank contains a record of all personnel and professional service contracts entered into by the Committee. It contains information such as contractual documents, invoices and records of payment for individual and professional services.
Class of Individuals: Individuals hired under personal service contracts by the Committee.
Purpose: The bank is used for accounting and reference purposes.
Consistent Uses: There are no consistent uses for this information.
Retention and Disposal Standards: These files are destroyed 5 years after the contract is terminated.
RDA Number: 94/016
Related PR#: SIR PRN 914
TBS Registration: 004450
Bank Number: SIR PPU 010

Staffing

Description: This bank contains information on individuals who have submitted a written application for employment to the Committee. The files contain a variety of information that might include completed application forms, résumés, letters of reference and correspondence acknowledging receipt of the applications.

Class of Individuals: Individuals interested in securing employment with the Committee.
Purpose: These records are consulted when employment vacancies arise.
Consistent Uses: There are no consistent uses for this information.
Retention and Disposal Standards: These records are destroyed two years after the expiry of the eligibility list or the last administrative use.
RDA Number: 98/005
Related PR#: SIR PRN 920
TBS Registration: 004452
Bank Number: SIR PPU 020

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Hospitality

Personnel Security Screening

Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes

Travel

Classes of Personal Information

The Committee receives unsolicited opinions and requests for information. This information is not used for an administrative purpose other than to respond in some instances to the originator. This correspondence is stored in a general file and is disposed of in a manner authorized by the National Archivist. This form of personal information is normally retrievable only if specifics are provided concerning the subject and date of correspondence.

Manuals

* The Security Intelligence Review Committee's Rules of Practice and Procedures, March 9, 1985

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Individuals wishing to make general enquiries on the Security Intelligence Review Committee are requested to contact:

The Security Intelligence Review Committee
P.O. Box 2430, Station D
Ottawa, Ontario K1P 5W5

Telephone: 613-990-8441

The Security Intelligence Review Committee's Annual Reports are available on the SIRC website at www.sirc-csars.gc.ca.

Reading Room

Two offices have been designated under the Access to Information Act as public reading rooms. These rooms are situated at:

Jackson Building
122 Bank Street, 4th Floor
Ottawa, Ontario

Sept-Îles Port Authority

Chapter 154

General Information

Background

The Sept-Îles Port Authority was created on May 1, 1999 by letters patent issued on that date by the Minister of Transport pursuant to Section 8 of the Canada Marine Act. Therefore, the Sept-Îles Port Authority is a Canadian Port Authority and an agent of Her Majesty in right of Canada within the framework of the Canada Marine Act.

Before May 1, 1999 the Sept-Îles Port Authority was a non-corporate port within the meaning of the Canada Ports Corporation Act and was called the «Port of Sept-Îles».

Responsibilities

The Port of Sept-Îles contributes to the implementation of a National Marine Policy that provides Canada with the marine infrastructure that it needs and that offers effective support for the achievement of local, regional and national social and economic objectives and will promote and safeguard Canada's competitiveness and trade objectives.

Navigable waters under the jurisdiction of the Sept-Îles Port Authority as well as federal real property under its management and other federal real property occupied or held by it are listed in Schedules «A» and «B» to its letters patent.

The Sept-Îles Port Authority has the powers of a natural person and its authority to operate a port is limited to the power to engage in port activities related to shipping, navigation, transportation of passengers and handling and storage of goods, to the extent that these activities are specified in the letters patent and other activities that are deemed in the letters patent to be necessary to support port operations.

Among its rights and obligations the Sept-Îles Port Authority must see to the management of federal real property and personal property and any rights related thereto. It may set the fees to be paid in respect of ships, vehicles, aircraft and persons coming into or using the port and the goods and services it provides or any privilege conferred by it. As for order and safety, the Sept-Îles Port Authority shall take appropriate measures for the maintenance of order and the safety of persons and property in the port.

Legislation

- Canada Marine Act, S.C. 1998, chapter 10
- Port Authorities Management Regulations
- Letters Patent of the Sept-Îles Port Authority
- Interim By-Law on works of Port Authorities
- Canada Ports Corporation Operating By-law, C.R.C. 1978 c. 1064 as amended.

Organization

General Manager and Chief Executive Officer

As the individual responsible for the organization, the General Manager and Chief Executive Officer performs all the activities related to port operations pursuant to the Canada Marine Act and the Access to Information Act.

Finance and Administration

This sector is responsible for financial analysis, budget forecasts, preparing of financial reports and the corporate plan, cash management, computer systems, human resources and property.

Operations

This sector is responsible for marine traffic management within the harbour limits, allocation of berths, enforcement of regulations as a port authority as well as emergency planning.

Engineering

This sector is responsible for managing capital projects and major repairs to facilities.

Maintenance

This sector is responsible for minor repairs and preventive maintenance to facilities and equipment. Equipment operation is also managed by this sector.

Information Holdings

Program Records

Business Information
Description: Documentation on economic and business forecasts, cargo overview and other business information.
Topics: Statistics; forecasts, goods; rates.
Program Record Number: SIPA COM 005

Engineering
Description: Documentation on planning, design, construction and maintenance of facilities.
Topics: Construction supervision; consultant management; research; plans; submissions; work authorities; inspections; progress reports and payments.
Program Record Number: SIPA ING 010

Marketing
Description: Documentation on the marketing plan and research in this field. Analysis of business and financial data required for the development of marketing plans.
Topics: Research; studies; surveys; inquiries; reports; cost analysis; storage and packaging of cargo; traffic; statistics.
Program Record Number: SIPA MAR 015

Corporate Plan
Description: Documentation on the corporate plan.
Topics: Guidelines; assessment; research; forecasts; data and cost analysis.
Program Record Number: SIPA ENT 020

Personal Service Contracts
Description: This bank contains the terms and conditions of contracts of employment between individuals and the Sept-Îles Port Authority.
Topics: Material and authority for personal service contracts.
Program Record Number: SIPA PER 035

Security
Description: Material and information on accidents and enquiries.
Topics: Incident reports, assessment of information and reports.
Program Record Number: SIPA SEC 025

Tariffs
Description: Material on tariff setting and revision.
Topics: Harbour dues; berthage and wharfage; remittals; notices.
Program Record Number: SIPA TAR 030

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audit

Budgets

Buildings

Classifications of Positions

Employment and Staffing

Equipment and Supplies

Finance

Human Resources

Lands

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Training and Development

Utilities

Particular Personal Information Banks

Applications for Employment
Description: This bank contains applications received by the Sept-Îles Port Authority.
Class of Individuals: General public.
Purpose: This bank is used to fill certain positions in the Sept-Îles Port Authority for which applicants have suitable qualifications.
Consistent Uses: To provide a record of the information and documentation used in staffing a position.
Retention and Disposal Standards: Records are retained for one year and then destroyed.
RDA Number: 2002/001
Related PR#: SIPA PRN 920
TBS Registration: 004377
Bank Number: SIPA PPU 010

Claims
Description: This bank contains information relating to complaints by and against the Authority.
Class of Individuals: General public, companies and institutions of Canadian or foreign extraction.
Purpose: This bank documents the settlement of claims by of against the Authority.
Consistent Uses: This bank documents the legal settlements of all claims by or against the Authority.
Retention and Disposal Standards: Records are retained for two years after the settlement and then destroyed.
RDA Number: 2002/001
Related PR#: SIPA PRN 901
TBS Registration: 004379
Bank Number: SIPA PPU 020

Property Services
Description: This bank contains basic information on properties managed by the Sept-Îles Port Authority or tenants of these properties.
Class of Individuals: General public.
Purpose: This bank is used to document property transactions such as leases, agreements, sales, exchange or purchase of lands between Her Majesty, the Sept-Îles Port Authority and the general public.
Consistent Uses: This bank is used to document the decision-making process in property matters.
Retention and Disposal Standards: Records are retained for an undetermined period of time.
RDA Number: 2002/001
Related PR#: SIPA PRN 906, SIPA PRN 907
TBS Registration: 004375
Bank Number: SIPA PPU 025

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Classes of Personal Information

In the course of conducting the programs and activities of the Sept-Îles Port Authority, classes of personal information may be accumulated that are not included in the specific personal information banks described above. Such personal information may include: requests for information, expressions of public support, offers of services and complaints. This information is stored in the central registry files, where records are not normally retrieved by name or other identifier.

This form of personal information is normally retrievable if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Sept-Îles Port Authority, and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules for the general subject files in which they are stored.

Manuals

- Directives and Standing Orders Manual

- Port Authorities Management Regulations

- Financial Management Policies and Directives

- Engineering Policies and Procedures

- Operating Bylaw

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Sept-Îles Port Authority may be directed to:

Sept-Îles Port Authority
1 Quai Mgr-Blanche
Sept-Îles, Quebec G4R 5P3

Telephone: 418-968-1231
Facsimile: 418-962-4445
Internet: www.portsi.com

Reading Room

The Sept-Îles Port Authority has designated one of its offices as a reading room for the purposes of the Access to Information Act. The address is:

Sept-Îles Port Authority
1 Quai Mgr-Blanche
Sept-Îles, Quebec G4R 5P3

Social Sciences and Humanities Research Council of Canada

Chapter 155

General Information

Background

The Social Sciences and Humanities Research Council (SSHRC) is a federal granting agency whose funds are voted by Parliament. Its mandate, as stated in the Social Sciences and Humanities Research Council Act, is to promote and assist research and scholarship in the social sciences and humanities and to advise the Minister on matters relating to such research as the Minister may refer to SSHRC for its consideration. SSHRC administers programs of support for research and training in the social sciences and humanities, including fellowships, research grants, strategic research grants, the Initiative on the New Economy, the Canada Research Chairs Program and the Indirect Costs program. It also offers funding for the dissemination of research results as well as other research-related activities.

Responsibilities

SSHRC's objectives are to enhance the advancement of knowledge by supporting research excellence in the social sciences and humanities; to support strategic research in fields of national importance; to help ensure Canada's national capacity for research and expertise in the social sciences and humanities by supporting advanced training in these disciplines; to facilitate communication among scholars in Canada and abroad and to promote awareness and use of SSHRC-funded results within the academic community, the public and private sectors and among the general public. In addition, SSHRC performs a leadership role in research policy in Canada through consultations and liaison with government and the scholarly community.

Legislation

- Social Sciences and Humanities Research Council Act. 1976-77, c. 24, s.2

- Social Sciences and Humanities Research Council By-Law.

Organization

President

The President is the chief executive officer of SSHRC and is responsible, overall, for managing and directing the work of SSHRC staff in the development and delivery of programs.

Common Administrative Services Directorate

This Directorate provides administrative support to SSHRC in the areas of human resources, information systems, finance, administration and information management.

Programs Branch

This Branch is responsible for the delivery of SSHRC's grants and fellowships programs which allow researchers to explore and develop expertise in a wide variety of disciplines, as well as to target research to specific social needs. SSHRC programs also provide support for research training and research communication activities. The Programs Branch includes the following divisions: Strategic Programs and Joint Initiatives, Fellowships and Institutional Grants and Research and Dissemination Grants.

Executive Vice-President's Directorate

Corporate Secretariat

This unit performs secretariat functions for SSHRC. It also administers the Access to Information and Privacy (ATIP) legislation and is responsible for legal, environmental, ethical and integrity issues.

Corporate Performance, Evaluation and Audit Division

This Division is responsible for developing and implementing SSHRC's evaluation plan and its internal audit plan based on the assessment of risks, in line with federal policies, regulations and requirements. It is accountable for developing SSHRC's performance and accountability frameworks and reports, including the Departmental Performance Report, and ensuring the continued improvement of performance measurement strategies across the organization.

Policy, Planning and International Affairs Division

This Division is responsible for the development and establishment of strategic directions and of SSHRC-wide policies, the conceptualization of new programs and partnerships, the production of corporate statistics, and liaison at the national and international levels. It undertakes research activities and conducts policy analyses on factors affecting the evolution of social sciences and humanities. It also participates actively in a wide range of policy forums, and provides advice on issues that affect the country as a whole.

Public Affairs Division

This Division has primary responsibility for SSHRC's internal and external communications, public and media relations, and for implementation of communications policy and strategy. It provides information about SSHRC programs and activities to the scholarly community, government, the media and the general public and is responsible for the design and content of the SSHRC Web site.

Knowledge Products and Mobilisation Division

This Division is responsible for the development and implementation of means by which information and knowledge produced by SSHRC-funded research can move more effectively into the decision-making processes and practices of governments, businesses, individual citizens, organizations and communities. It also develops and implements means through which issues raised by these societal sectors can be brought into the research considerations of SSHRC research grant applicants.

Information Holdings

Program Records

Aid to Research Workshops and Conferences in Canada (formerly known as the Occasional Research Conferences and International Congresses in Canada)
Description: Application files for grants to assist in defraying the administration, publication of proceedings and travel costs of presenters in workshop conferences.
Topics: Financial support; workshop research; intradisciplinary and interdisciplinary exchange; Canadian researchers; foreign researchers;

research achievements; graduate students training; research dissemination.
Format: Computerized database and paper case files.
Program Record Number: SHR IDR 175

Aid to Research and Transfer Journals
Description: Application files for grants that help defray part of a journal's administrative, printing, mailing and distribution costs.
Topics: Dissemination of original research findings; transfer of knowledge to practitioners; peer-reviewed scholarly journals; research journal; electronic format.
Format: Computerized database and paper case files.
Program Record Number: SHR IDR 125

Aid to Scholarly Publications
Description: Information on the administration, by the Canadian Federation for the Humanities and Social Sciences, of the program of partial assistance to publishers for the publication of works of advanced scholarship.
Topics: Publication of scholarly books; publishers; Canadian Federation for the Humanities and Social Sciences.
Format: Computerized database and paper administration files.
Program Record Number: SHR IDR 145

Aid to Small Universities
Description: Application files from small universities for grants to promote the focused development of their social sciences and humanities research capacity.
Topics: Institution development plan; focused research capacity; Association of Universities and Colleges of Canada.
Format: Computerized database and paper case files.
Program Record Number: SHR RES 090

Canada Research Chairs Program
Description: Application files, submitted by institutions, of candidates for research chairs.
Topics: Knowledge-based economy; international competiveness; excellence; research professorships; university research; retention of researchers; brain gain; research training; multi-agency governance.
Format: Computerized database and paper files.
Program Record Number: SHR CHA 001

Community-University Research Alliances
Description: Application files from organizations within communities and university institutions for funding to examine issues identified as being of

common, priority concern.

Topics: Collaboration between community organizations and universities; social, cultural and/or economic development of communities; partnership.

Format: Computerized database and paper case files.

Program Record Number: SHR RES 091

Corporate Secretariat Documents

Description: Official records and minutes on meetings held under the auspices of SSHRC; records on legal matters, on nominations to committees and on environmental, ethical and integrity issues.

Topics: Council; Executive Committee; Research Support Committee; Fellowships and Career Development Committee; Performance and Evaluation Committee; Audit Committee; Ethics and Integrity Committee; organization; functions; agenda; notices; minutes; reports; statutory regulations; ATIP requests; reports; directives from Treasury Board; correspondence.

Format: Computerized database and paper case files.

Program Record Number: SHR SEC 005

Council Decisions Database

Description: Decisions taken between 1987 and 2001 by the Board of SSHRC and its standing committees.

Topics: Council; Executive Committee; Research Support Committee; Fellowships and Career Development Committee; Performance and Evaluation Committee; Audit Committee; Ethics and Integrity Committee; Initiative on the New Economy; partnerships; programs; peer review; joint-initiatives; organization; functions; notices; reports.

Format: Computerized database and paper case files.

Program Record Number: SHR CDD 001

Corporate Policy and Planning

Description: Information on the plans, programs and budgets of SSHRC.

Topics: Five-year plans; new programs; surveys; studies and reports.

Format: Paper case files.

Program Record Number: SHR EVA 020

Evaluation and Statistics

Description: Information on the evaluation of SSHRC programs. Statistics correlating the number of applications, the amounts of money requested, the number of awards made and the amount paid out in awards, together with various data on the applicants, e.g., academic discipline, language of application (English or French), gender, province of residence, university affiliation, citizenship (Canadian or permanent resident).

Topics: Surveys and analyses of progress in program accomplishments in relation to program goals; evaluation assessments; evaluation of clientele/scholars/students.

Format: Computerized database and paper case files.

Program Record Number: SHR EVA 021

Fellowships

Description: Application files from students seeking financial assistance to carry out a program of studies leading to a master's degree or Ph.D., or to carry out a program of postdoctoral studies.

Topics: Canadian Graduate Scholarships; Doctoral Fellowships; Postdoctoral Fellowships; Queen's Fellowships; William E. Taylor Fellowships; SSHRC Postdoctoral Prize.

Format: Computerized database and paper case files.

Program Record Number: SHR FEL 220

Indirect Costs program

Description: Forms submitted annually by eligible institutions requesting consideration for an indirect costs grant, outlining the manner in which they intend to spend the grants in relation to the published categories of eligible expenditures.

Topics: Treasury Board submissions; lists of eligible institutions; schedule of payments; request forms; outcomes report forms; statement of account forms; reports to Minister; financial reporting and monitoring procedures; minutes of inter-agency working group; data breakdowns.

Format: Computerized database and paper case files.

Program Record Number: SHR CHA 002

Initiative on the New Economy (INE)

Description: Application files from scholars and community groups requesting grants under the INE.

Topics: Development Grants (ended 2003), Public Outreach Grants (ongoing), Research Grants (ended 2004), Research Alliances (ended 2003), Collaborative Research Initiatives (ended 2003), The Canada Project (ended 2004), The CESC-SSHRC Education Research Initiative (ended 2004), The Crossing Boundaries Research Initiative (started 2005), The Skills Research Initiative (ended 2004) and the INE Data and Statistics Seminars (ended 2002).

Format: Computerized database and paper case files.
Program Record Number: SHR INE 001

Innovation Program
Description: Unilaterally funded program to support a variety of innovative research and dissemination activities that contribute to new ways of analyzing, structuring, integrating and transforming knowledge in the humanities and the social, cognitive and educational sciences. Research Development Initiative (ongoing since 1998).
Topics: Innovation; Research Development; Initiative; applications.
Format: Computerized database and paper case files.
Program Record Number: SHR STR 112

Internal Program Committees
Description: Information on program planning committees, operations committees, task forces, policy review committees, and selection committees.
Topics: Records and minutes of meetings; reports; committee membership; correspondence.
Program Record Number: SHR FEL 220, STR 115, RES 060

Joint Initiatives
Description: Application files from individuals, institutions and groups requesting grants under the bi-laterally funded Joint Initiatives programs.
Topics: Intellectual Property Mobilisation (formerly known as Intellectual Property Management) (ended 2005), Chairs in the Management of Technological Change (ended 2002), Canada in the World Grants (ended 2001), Canadian Forest Service Graduate Supplements, Forest Research Partnerships, Federalism and Federations (ended 2003), Valuing Literacy in Canada (ended 2004), Relationships in Transition, Canadian Tobacco Control Research Initiative Planning Grants (ended 2003), CIHR/SSHRC/NHRDP Health Career Awards (ended 2000; responsibility transferred to CIHR), CMHC-SSHRC CURAs in Housing Program (ended 2000), Canadian Alliances for Health Research (transferred to CIHR in 2000), Society, Culture and Health of Canadians II (ended 2000; transferred to CIHR), Ocean Management National Research Initiative (ended 2004), Virtual Scholar in Residence, The Non-Profit Sector in Canada (Kahanoff Foundation) (ended 2001), Tri-Council Workshop/Networking Program ended 2002), Immigration and the Metropolis, Canadian Health Services Research Foundation (ended

2001), Innovation System Research Network (ended 2001), Canadian Initiative on Social Statistics (CISS) Data Training Schools, Sports Participation Research Initiative, Infrastructure Research, Knowledge Outreach contributions program, Essential Skills (ended 2005), Technology Partnerships Program, Project on Trends (ended 1997), Projects on Trends (ended 1999), Health Institutes Design Grants (ended 1999), Integration of Persons with Disabilities (ended 1996), Family Violence and Violence against Women (ended 1994), Arts Literacy in Canada (ended 1992), Science Culture in Canada (ended 1995), Health Promotion in Canada (ended 1992), Socio-Demo-Economic Project (ended 1993), Law and Social Issues (ended 1992), Aboriginal Affairs (ended 1994), Canadian Global Change (ended 1992), Law and Social Issues (ended 1992), Aboriginal Affairs (ended 1994), Canadian Multicultural Society (ended 1992), Cultural Development in an Open Economy (ended 1992), Canadian Studies: Research Tools (ended 1992), Access to Statistics Research Data Centres, CHSRF/SSHRC BIOCAP (ended 2003, partnership ongoing until 2006), Multiculturalism Issues in Canada, Doctoral and Postdoctoral Fellowships Supplements (ended in 2004), Reducing Health Disparities of Vulnerable Populations (managed by CIHR, ended for SSHRC in 2004), Official Languages Research and Dissemination Grants, The Hydrogen Economy Initiative (started 2005) and Electronic Publishing Networks (ended 2000).
Format: Computerized database and/or paper case files.
Program Record Number: SHR STR 117

Knowledge Products and Mobilisation
Description: Information pertaining to the operation and activities of the Knowledge Products and Mobilisation Division.
Topics: Concept papers; discussion papers; KM pilot initiatives; KM strategies; speeches; presentations; special projects and events; knowledge network development; Initiative on the New Economy.
Format: Electronic and paper files.
Program Record Number: SHR KPM 001

Major Collaborative Research Initiatives
Description: Application files from scholars requesting grants for large-scale research projects that address broad and critical issues of intellectual, social, economic and cultural significance.
Topics: Cross-disciplinary research environment; advancement and transfer of knowledge;

international recognition; student training.
Format: Computerized database and paper case files.
Program Record Number: SHR RES 042

Molson Prize for the Social Sciences and Humanities
Description: Information related to the Molson Prize given in recognition of an exceptional contribution in the social sciences or humanities.
Topics: Joint Administration by the Council for the Arts and SSHRC; exceptional achievements; arts and social sciences; cultural heritage, intellectual heritage, exceptional career.
Format: Paper case files.
Program Record Number: SHR PRO 010

Presidential Fund for Innovation and Development
Description: Information related to funds made available for grants in support of innovative activities that cannot benefit from the assistance available under SSHRC's various programs.
Topics: Funds for innovation and development; research related to SSHRC's strategic needs; activities of strategic interest to SSHRC; strategic partnership activities; negotiated research grants.
Format: Computerized database and paper case files.
Program Record Number: SHR COR 034

Public Affairs
Description: Information on SSHRC activities, programs, policies and publications.
Topics: Annual Report; news releases; press clippings; speeches; official statements; memoranda; history and background of SSHRC; stories on research results; reports of enquiries, working groups, consultative groups, workshops and conferences; corporate correspondence; application forms; applicant guides; adjudication manuals; corporate brochures; information circulars, etc.
Format: Printed publications, computer files (on SSHRC web site) and paper case files.
Program Record Number: SHR INF 015

Research Training Supplements
Description: Application files from students for supplements to the SSHRC doctoral or post-doctoral fellowship.
Topics: Canadian Forest Service, Federalism and Federations (ended 2003), Valuing Literacy in Canada (ended in 2004) and Canadian Tobacco Control Research Initiative (ended in 2003).

Format: Computerized database and paper case files.
Program Record Number: SHR RES 241

Senior Management Committee Decisions Database
Description: Decisions taken by the Senior Management Committee between 1990 and 1997.
Topics: Policy; procedures; Council meetings; reports.
Format: Computerized database and paper case files.
Program Record Number: SHR SMC 002

Special Research Fellowships
Description: Application files from senior scholars requesting support in specific areas of research.
Topics: Thérèse F. Casgrain Fellowship, Bora Laskin Fellowship, Jules and Gabrielle Léger Fellowship.
Format: Computerized database and paper case files.
Program Record Number: SHR FEL 241

SSHRC Aurora Prize and Gold Medal
Description: Records of nominations of individuals for the SSHRC Aurora Prize and Gold Medal for Achievement in Research as well as information related to the adjudication and administration of these awards.
Topics: Research achievements; SSHRC peer-review committees; outstanding candidates; funds used for research; training or other academic activities; Council's highest research honour.
Format: Computerized database and paper case files.
Program Record Number: SHR FEL 030

SSHRC Institutional Grants (formerly known as General Research Grants)
Description: Application files from universities for block funding grants to help them develop and maintain a solid base of research and research-related activities in the social sciences and humanities.
Topics: Research excellence; grant competitions; national and international dissemination and collaboration; small-scale research activities.
Format: Computerized database and paper case files.
Program Record Number: SHR RES 055

Standard Research Grants
Description: Application files from scholars requesting a standard research grant.
Topics: Research grants; university research, fundamental research, training for research, social sciences and humanities; religious studies;

archeology; education; litterature; communications; cultural studies; women studies; history, sociology, demography; geography; environmental studies; urban planning; political science; psychology; administration; accounting; law; criminology; philosophy; social work.
Format: Computerized database and paper case files.
Program Record Number: SHR RES 035

Strategic Grants
Description: Application files from individuals, institutions and groups requesting support for research in targeted fields of national importance. Themes are unilaterally funded by SSHRC.
Topics: Population Aging (ended 1985), Managing the Organization in Canada (ended 1991), Family and the Socialization of Children (ended 1985), Education and Work (ended 1990), Applied Ethics (ended 1999), Global Competitiveness (ended 1995), Science & Technology Policy (ended 1995), Strategic Networks for Education and Training (ended 2001), Women and Change (ended 2000), Society, Culture and Health I (ended 1999), The Opportunities and Challenges of the Knowledge-based Economy (ended 2001), Exploring Social Cohesion in a Globalizing Era (ended 2001), Rethinking Productivity (ended 2002), Fine Arts, Image, Text, Sound and Technology (ITST), Aboriginal Research.
Format: Computerized database and paper case files.
Program Record Number: SHR STR 111

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings

Buildings and Properties

Business Continuity Plans

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks

Awards Management Information System
Description: This data bank is comprised of a number of modules covering the current and past applications by individuals and institutions for SSHRC's grants and fellowships, the registration and selection of assessors and committee members, the control and monitoring of disbursements to, and accounts receivable from, individual and institutional grant holders, and the mailing lists for the distribution of information by SSHRC. The information on individuals may include the individual's name, address, year of birth, gender, language(s), citizenship (Canadian or permanent resident), biographical details, geographic area, academic qualifications, university, discipline and field of interest. When a research team is proposed, personal information on each member of the team will be captured such as the name, status and role. When an award is given, the award holder is identified by the basic personal information and file number. The following

information is also captured: the award holder's social insurance number, bank account number and payment requisition for funds committed. For the mailing information, the names and mailing addresses are either provided directly by individuals or obtained through reference material commonly available in libraries.

Class of Individuals: Graduate students, university and independent scholars, individuals from the government and private sectors and members of academic and non-academic organizations.

Purpose: To identify applicants and to constitute a history of SSHRC support to individuals and organizations; to identify and select prospective assessors of applications submitted to SSHRC and to serve as an additional pool of potential committee members; for administrative and financial control and reporting; for the creation of transaction files on payments to award holders and the issuance of T4A slips (Income Tax Act, paragraph 237 (1)(b)), using the award holder's social insurance number; and for the distribution and dissemination of SSHRC's application forms and guidelines and its public relations information.

Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by SSHRC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. 2. SSHRC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 3. Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or source of funding. 4. SSHRC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research and the project title. 5. Files and databases containing personal information may also be used by SSHRC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research

and Scholarship and may be used and disclosed consistent with that policy.

Retention and Disposal Standards: Data is retained for 30 (thirty) years after 1978 until further review of the retention period.

RDA Number: 2004/008

Related PR#: SHR CHA 001 & 002, SHR COR 034, SHR EVA 021, SHR FEL 030, 220, 241, SHR IDR 125, 145 & 175, SHR INE 001, SHR INF 015, SHR PRO 010, SHR RES 035, 042, 055, 090, 091 & 241, SHR STR 111, 112 & 117

TBS Registration: 002430

Bank Number: SHR PPU 055

Applications and Nominations Records

Description: This bank contains records of applications for grants that individuals and organizations have made to the Presidential Fund for Innovation and Development; it also contains records of nominations of individuals for the Molson Prize for the Social Sciences and Humanities (up to 1999), the SSHRC Aurora Prize (starting 2003) and the Gold Medal for Achievement in Research (starting 2003) as well as information related to the adjudication and administration of these awards. In the case of the Presidential Fund, applicants and organizations are identified by the name and file number assigned to the application. The bank contains some or all of the following information on applicants and nominees: year of birth, address, discipline, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (English or French), project descriptions, third-party assessments and committee assessments. In the case of applications to the Presidential Fund, the amounts of money requested, SSHRC's decision, the amounts awarded, travel and administrative details for grant holders, as well as final reports are also included.

Class of Individuals: University and independent scholars and members of academic organizations.

Purpose: To review and select applications and nominations, monitor awards and administer the funds.

Consistent Uses: Consistent with these purposes, SSHRC submits the information on social sciences and humanities nominees to the Canada Council for the Arts, which is responsible for administering the Molson Prize. Consistent also with these purposes, applicants should expect that personal information about them held by SSHRC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed

to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. 2. SSHRC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 3. Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or source of funding. 4. SSHRC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research and the project title. 5. Files and databases containing personal information may also be used by SSHRC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy.

Retention and Disposal Standards: Applications that have led to changes in program content or approach are retained for the duration of the program. They are then transferred to Library and Archives Canada as historical records. Applications that resulted in challenges against/to a SSHRC program or selection of grantees are retained for 4 (four) years after the year of the competition, if the decision is maintained, or for 10 (ten) years after the year of the competition, if the decision is reversed. They are then transferred to Library and Archives Canada as historical records. Applications that do not receive funding (unsuccessful applications) are retained for 4 (four) years, then destroyed. Applications that receive funding (successful applications) are retained for 10 (ten) years, then destroyed.

RDA Number: 2004/008
Related PR#: SHR SEC 005
TBS Registration: 003483
Bank Number: SHR PPU 076

Canada Research Chairs Applications and Committee Records

Description: This bank contains records of applications by institutions as well as information related to the adjudication and administration of awards for the support and development of research and for research infrastructure. SSHRC administers this program on behalf of the three federal research councils (NSERC, CIHR, SSHRC), Industry Canada, and the Canada Foundation for Innovation. The bank contains compulsory and optional information such as the chair candidates' date of birth, address, academic qualifications, occupation, professional experience, citizenship (Canadian, permanent resident or other), preferred language (French or English), amounts of funding requested and the amounts awarded. It includes descriptions of programs of research, third-party and committee reviews, recommendations, and decisions. The bank contains the financial documentation generated in the administration of these awards.

Class of Individuals: University and independent scholars, as well as individuals who provide reviews from the private sector, academic and non-academic organizations.

Purpose: To review applications, select candidates, monitor awards and administer the programs.

Consistent Uses: Information is used in consultation with the partner agencies as required. It will be disclosed to the named partner agencies for the purposes of reviewing applications, administering awards, monitoring and evaluating the program. The information is also used for developing a bank of reviewers and adjudication committee members.

Retention and Disposal Standards: Applications that have led to changes in program content or approach are retained for the duration of the program. They are then transferred to Library and Archives Canada as historical records. Applications that resulted in challenges against/to a SSHRC program or selection of grantees are retained for 4 (four) years after the year of the competition, if the decision is maintained, or for 10 (ten) years after the year of the competition, if the decision is reversed. They are then transferred to Library and Archives Canada as historical records. Applications that do not receive funding (unsuccessful applications) are retained for 4 (four) years, then destroyed. Applications that receive funding (successful applications) are retained for 10 (ten) years, then destroyed.

RDA Number: 2004/008
Related PR#: SHR CHA 001
TBS Registration: 004446
Bank Number: SHR PPU 016

Compliance – Integrity in Research and Scholarship

Description: This bank includes correspondence and reports collected and generated in the course of monitoring institutional and individual compliance with the Tri-Council Policy Statement on Integrity in Research and Scholarship. It may include allegations of non-compliance, requests from SSHRC to research institutions to explore allegations, summaries of institutional findings and sanctions imposed by SSHRC.

Class of Individuals: Individuals who make allegations of misconduct, who are the object of allegations or who are officials in the academic community involved in determining whether allegations are well-founded.

Purpose: To monitor the compliance of research institutions and individual researchers with the Tri-Council Policy Statement on Integrity in Research and Scholarship.

Consistent Uses: Used only for the purpose for which it was collected.

Retention and Disposal Standards: Files are retained for 5 (five) years following the last administrative action.

RDA Number: 2004/008
Related PR#: SEC 005
TBS Registration: 003994
Bank Number: SHR PPU 082

Fellowships Applications and Committee Records

Description: This bank contains records of individual applications as well as information related to the adjudication and administration of SSHRC's fellowship programs, including the Canada Graduate Scholarships, Queen's Fellowships, Doctoral Fellowships, Postdoctoral Fellowships, Bora Laskin National Fellowship in Human Rights Research, the Jules and Gabrielle Léger Fellowship, the Thérèse F.- Casgrain Fellowship, the Aileen D. Ross Fellowship and the William E. Taylor Fellowship. Each applicant is identified by name and the file number of the application. The bank contains the applicant's year of birth, address, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (English or French), SSHRC's decision on the application and the amount of the basic award. It also includes third-party assessments, committee rankings and appraisals, and travel and administrative details for fellowship holders.

Class of Individuals: Graduate students, university and independent scholars.

Purpose: To review applications, select candidates, monitor awards and administer programs.

Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by SSHRC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. 2. SSHRC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 3. Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or source of funding. 4. SSHRC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research and the project title. 5. Files and databases containing personal information may also be used by SSHRC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. In the jointly-funded programs, such as the Casgrain Fellowship, personal information will be disclosed to the named public- and private-sector joint funding partners for purposes of monitoring and evaluating the program. 8. In the case of applicants who have applied through their universities, the results of competitions are forwarded to the faculty of graduate studies offices which are responsible for processing applications from their institutions before sending them to SSHRC.

Retention and Disposal Standards: Applications that have led to changes in program content or approach are retained for the duration of the program. They are then transferred to Library and Archives Canada as historical records. Applications that resulted in challenges against/to a SSHRC program or selection of grantees are retained for 4 (four) years after the year of the competition, if the decision is maintained, or for 10 (ten) years after the year of the competition, if the decision is

reversed. They are then transferred to Library and Archives Canada as historical records. Applications that do not receive funding (unsuccessful applications) are retained for 4 (four) years, then destroyed. Applications that receive funding (successful applications) are retained for 10 (ten) years, then destroyed.
RDA Number: 2004/008
Related PR#: SHR FEL 220
TBS Registration: 002419
Bank Number: SHR PPU 010

INE Grant Applications and Committee Records
Description: This bank contains records of applications by individuals and groups for INE grants, as well as information related to the adjudication and administration of awards. Each application is identified with the name of the individual applying for the award and file number assigned to the application. The bank contains the applicant's year of birth, address, discipline, academic qualifications, occupation, citizenship (Canadian or permanent resident), and language of application (English or French). It also includes research project descriptions, the amounts of money requested, SSHRC's decision on the application, the amount awarded, third party and committee assessments (where available), travel and administrative details for grant holders, as well as productivity reports.
Class of Individuals: Researchers affiliated with postsecondary institutions and researchers from the not-for-profit sector who apply for funding from the INE.
Purpose: To review applications, select candidates, monitor awards and administer the programs.
Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by SSHRC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. 2. SSHRC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 3. Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or source of funding. 4. SSHRC routinely

publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research and the project title. 5. Files and databases containing personal information may also be used by SSHRC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. The results of competitions are forwarded to university research administration officers who are responsible for processing applications from their institutions before sending them to SSHRC for administering the grants and for informing the candidates of the outcomes of their applications.
Retention and Disposal Standards: Applications that have led to changes in program content or approach are retained for the duration of the program. They are then transferred to Library and Archives Canada as historical records. Applications that resulted in challenges against/to a SSHRC program or selection of grantees are retained for 4 (four) years after the year of the competition, if the decision is maintained, or for 10 (ten) years after the year of the competition, if the decision is reversed. They are then transferred to Library and Archives Canada as historical records. Applications that do not receive funding (unsuccessful applications) are retained for 4 (four) years, then destroyed. Applications that receive funding (successful applications) are retained for 10 (ten) years, then destroyed.
RDA Number: 2004/008
Related PR#: SHR INE 001, SHR RES 035, 042, 055, 060, 090, 091 & 241
Bank Number: SHR PPU 017

Research Communication Applications and Committee Records
Description: This bank contains records of applications from individuals and associations as well as information related to the adjudication and administration of awards in the Aid to Research and Transfer Journals and the Aid to the Research Workshops and Conferences programs. Applications from individuals and associations are identified by name and file number assigned to the application. In the case of individual applicants, the bank contains the year of their birth, address, academic qualifications, occupation, citizenship (Canadian or permanent resident), language

of application (French or English), the amount of money requested, SSHRC's decision on the application and the amount granted. It also includes third-party and committee assessments of, and travel and administrative details for, grant holders.

Class of Individuals: University scholars and members of academic organizations.

Purpose: To review applications, select candidates, monitor awards and administer the programs.

Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by SSHRC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. 2. SSHRC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 3. Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or source of funding. 4. SSHRC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research and the project title. 5. Files and databases containing personal information may also be used by SSHRC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. The results of competitions are forwarded to university research administration officers who are responsible for processing applications from their institutions before sending them to SSHRC, for administering the grants, and for informing the candidates of the outcome of their applications.

Retention and Disposal Standards: Applications that have led to changes in program content or approach are retained for the duration of the program. They are then transferred to Library and Archives Canada as historical records. Applications that resulted in challenges against/to a SSHRC

program or selection of grantees are retained for 4 (four) years after the year of the competition, if the decision is maintained, or for 10 (ten) years after the year of the competition, if the decision is reversed. They are then transferred to Library and Archives Canada as historical records. Applications that do not receive funding (unsuccessful applications) are retained for 4 (four) years, then destroyed. Applications that receive funding (successful applications) are retained for 10 (ten) years, then destroyed.

RDA Number: 2004/008
Related PR#: SHR IDR 125 and 175
TBS Registration: 002422
Bank Number: SHR PPU 025

Research Grant Applications and Committee Records

Description: This bank contains records of applications by individuals for grants under the Standard Research Grants, Major Collaborative Research Initiatives, and the Aid to Research and Transfer Journals programs, as well as information related to the adjudication and administration of awards. Each applicant is identified by name and file number assigned to the application. The bank contains the applicant's year of birth, address, discipline, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (English or French). It also includes research project descriptions, the amounts of funding requested, SSHRC's decision on the application, amount awarded, third-party and committee assessments of, and travel and administrative details for, grant holders, in addition to productivity reports.

Class of Individuals: University scholars.

Purpose: To review applications, select candidates, monitor awards and administer the programs.

Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by SSHRC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. 2. SSHRC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 3. Information is also used in

consultation with other granting agencies to determine the most appropriate review mechanism or source of funding. 4. SSHRC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research and the project title. 5. Files and databases containing personal information may also be used by SSHRC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. The results of competitions are forwarded to university research administration officers who are responsible for processing applications from their institutions before sending them to SSHRC, for administering the grants, and for informing the candidates of the outcome of their applications. The information may also be used for developing a bank of potential external assessors and adjudication committee members.

Retention and Disposal Standards: Applications that have led to changes in program content or approach are retained for the duration of the program. They are then transferred to Library and Archives Canada as historical records. Applications that resulted in challenges against/to a SSHRC program or selection of grantees are retained for 4 (four) years after the year of the competition, if the decision is maintained, or for 10 (ten) years after the year of the competition, if the decision is reversed. They are then transferred to Library and Archives Canada as historical records. Applications that do not receive funding (unsuccessful applications) are retained for 4 (four) years, then destroyed. Applications that receive funding (successful applications) are retained for 10 (ten) years, then destroyed.

RDA Number: 2004/008
Related PR#: SHR RES 035, 042, 055, 060, 090, 091 and 241
TBS Registration: 002420
Bank Number: SHR PPU 015

Strategic Grants Applications and Committee Records

Description: This bank contains records of applications by individuals and institutions as well as information related to the adjudication and administration of awards for the support of research and research development under the Strategic Grants Joint Initiatives programs. Applications from individuals are identified by name and file number assigned to the application. The bank contains the applicant's year of birth, address, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (French or English), the amount of funding requested, SSHRC's decision on the application and the amount awarded. It also includes project descriptions, third-party and committee assessments, and travel and administrative details for grant holders, in addition to productivity reports.

Class of Individuals: University and independent scholars, individuals from the private sector, and academic and non-academic organizations.

Purpose: To review applications, select candidates, monitor awards and administer the programs.

Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by SSHRC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. 2. SSHRC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 3. Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or source of funding. 4. SSHRC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research and the project title. 5. Files and databases containing personal information may also be used by SSHRC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. The results of competitions are forwarded to university research administration officers who are responsible for processing applications from their institutions before sending them to SSHRC, for administering

the grants, and for informing the candidates of the outcome of their applications. 8. In the Joint Initiatives program, personal information will be disclosed to the named public- and private-sector joint funding partners for purposes of monitoring and evaluating the program.

Retention and Disposal Standards: Applications that have led to changes in program content or approach are retained for the duration of the program. They are then transferred to Library and Archives Canada as historical records. Applications that resulted in challenges against/to a SSHRC program or selection of grantees are retained for 4 (four) years after the year of the competition, if the decision is maintained, or for 10 (ten) years after the year of the competition, if the decision is reversed. They are then transferred to Library and Archives Canada as historical records. Applications that do not receive funding (unsuccessful applications) are retained for 4 (four) years, then destroyed. Applications that receive funding (successful applications) are retained for 10 (ten) years, then destroyed.

RDA Number: 2004/008
Related PR#: SHR STR 111 and 117
TBS Registration: 002421
Bank Number: SHR PPU 020

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrongdoing in the Workplace

Personnel Security Screening

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information

Administration Files

The general administrative and correspondence files of SSHRC contain a certain amount of personal information not arranged or retrievable by personal identifiers. Such personal information includes suggestions and opinions from the general public, which form part of a specific subject file. This form of personal information is normally retrievable only if specifics of name, date of communication and subject are provided. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Reports and Surveys

For purposes of program planning and evaluation, SSHRC requires a variety of reports concerning aspects of social sciences and humanities research in Canada. The reports themselves, published or unpublished, do not contain personal information about individuals. In the process of preparing such reports, personal information is necessarily obtained. This information may include current academic position, professional qualifications of individuals, nature of research being undertaken by individuals and present and past funding of an individual's research. This is not arranged or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the study or report involved. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

• Financial Administration Manual, SSHRC

• Guide for Doctoral Fellowship Holders Registered at Canadian Universities

- Guide for Doctoral Fellowship Holders Registered at Foreign Institutions and Postdoctoral Fellowship Holders in Canada or Abroad

- Guide on the Program Evaluation Function

- Integrity in Research and Scholarship: A Tri-Council Policy Statement

- Manuals for Adjudication Committee Members (all programs)

- Memorandum of Understanding on the Roles and Responsibilities in the Management of Federal Grants and Awards

- Policies Governing INE Programs

- Principles for the Evaluation of Programs

- Program Evaluation Policy

- SSHRC Grant Holder's Guide

- SSHRC Statistical Tables

- Statistics Policy

- Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Additional information on SSHRC's organization, programs and operations can be obtained by contacting:

Social Sciences and Humanities Research Council
P.O. Box 1610
Ottawa, Ontario K1P 6G4

Telephone: 613-992-0691
E-mail: info@sshrc.ca
Internet: www.sshrc.ca

Reading Room

A meeting room has been designated as a public reading room in accordance with the Access to Information Act. The address is:

Constitution Square
350 Albert Street, 11th Floor
Ottawa, Ontario

Standards Council of Canada

Chapter 156

General Information

Background

The Standards Council of Canada (SCC) was established in 1970 by an Act of Parliament to promote efficient and effective voluntary standardization in Canada.

Responsibilities

The Standards Council carries out its task through the National Standards System (NSS). The NSS consists of individuals involved in the development and application of standards and of independent organizations accredited by the Standards Council to provide services related to standards development, certification, testing, quality systems registration and environmental systems registration. The system was created to provide a medium through which Canadian organizations involved in such activities may operate and co-operate to recognize, establish and improve standardization in Canada. It provides a comprehensive Canadian standardization capability to meet both national and international requirements and responsibilities.

The Standards Council ensures effective Canadian participation in the work of the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC). Both of these international agencies have as their objective the development of standards, with a view to facilitating international trade of goods and services. ISO work is concerned with standardization in many disciplines, except for the electrotechnology field which is IEC's responsibility.

The Standards Council works to secure the acceptance of Canadian conformity assessment results in foreign markets in order to facilitate international trade. It cooperates with its foreign counterparts in the development of mutual recognition agreements, and with other Canadian bodies such as the Department of Foreign Affairs and International Trade (DFAIT) in the development and implementation of bilateral, regional and international trade agreements.

Legislation

- Standards Council of Canada Act

Organization

Administration

The Administration Branch provides administrative and management services to the Standards Council. Its functions include finance, administration, human resources, information systems and translation.

Corporate Services Branch

The Corporate Services Branch ensures the coordination of Council programs within budgetary limitations and verifies that all activities are in keeping with its objectives and procedures as set out in the Standards Council of Canada Act and by-laws. It provides marketing, communications and administrative services for all Council staff. It also performs the planning, accounting and reporting functions for all of the Council. It is accountable for revenues and appropriations and is responsible for discharging Council's liabilities.

Communications Division

The Communications Division coordinates marketing and communications activities for the Standards Council and the NSS. It oversees design and content for the SCC Web site. It places articles, advertising and public service announcements with various media, to publicize the activities and services of Council. It is also responsible for writing speeches, producing audio-visual materials and coordinating special events and trade show exhibits. It publishes the annual report and various publications about the Council and the NSS.

Intergovernmental Affairs and Trade Branch

Information and Research Services Section

The Information and Research Services section includes the Technical Documentation Centre and the WTO/NAFTA Enquiry Point.

This section is responsible for planning, developing and implementing activities, services and products to ensure that the private and public sectors have

ready access to information on standards and standards-related activities, including Canadian, foreign and international standards, technical regulations, conformity assessment requirements and Standards Council programs, activities and services. It also functions as the Canadian member of the International Organization for Standardization Information Network (ISONET) and coordinates Canadian participation on the ISO Committee on Information (INFCO).

The WTO/NAFTA Enquiry Point is required by the Agreement on Technical Barriers to Trade (TBT) and Sanitary and Phytosanitary Measures (SPS) under the World Trade Organization (WTO) Agreement as well as the Canada-United States-Mexico North American Free Trade Agreement (NAFTA). Under contract with the Department of Foreign Affairs and International Trade (DFAIT), the Council operates the WTO/NAFTA Enquiry Point which provides access to a wealth of strategic information essential to the design, manufacture, marketing, export and import of products and services. It provides an e-mail notification service that gives Canadian companies and regulators advance warning when regulations are changing in Canadian and foreign markets.

The Technical Documentation Centre of this institution, which has been designated as a public reading room under the Access to Information Act, is open to the public on an appointment basis. Its holdings include a collection of over 400,000 standards and standards-related documents, standards catalogues of over 800 standards developing organizations, as well as various handbooks, directories and indices. In addition, the Documentation Centre subscribes to a number of Canadian, International and foreign periodicals. The Documentation Centre is equipped with various electronic search tools, some of which are also available through the Standards Council's Web site.Refer to Reading Room Section for appointment information.

Standards Branch

The Branch coordinates voluntary standardization activities among standards development organizations. It assesses and recommends for accreditation organizations engaged in standards development, It also reviews standards for acceptance as National Standards of Canada. The Branch is responsible for ensuring effective Canadian participation in the work of international standardization organizations and for programs

of training and technical assistance to developing countries in the field of standardization.

Conformity Assessment Branch

The Branch coordinates voluntary standardization activities among calibration and testing laboratories, product certification organizations, quality and environmental system registration organizations, quality and environmental auditor trainers and certifiers, and maintains liaison with federal and provincial government authorities, industry and consumers. It assesses and recommends for accreditation organizations engaged in product certification, calibration testing and registration, auditor certification and training of quality and environmental auditors.

Information Holdings

Program Records

Communications
Description: Information on Council's media relations, publications and general public relations programs.
Topics: Administration, public service announcements, videos, news releases, seminars and conferences, displays, advertising, publications, brochures, newsletters, news magazine, press clippings, annual report, speeches and public enquiries.
Program Record Number: SCC PRB 025

Conformity Assessment Programs
Description: Information on Council conformity assessment programs for the accreditation of calibration and testing laboratories, product certification organizations, quality and environmental system registration organizations, quality and environmental auditor certifiers and training providers; on participation on various related International Organization for Standardization (ISO) Committees and on various related international committees.
Topics: Accreditation.
Program Record Number: SCC ISB 010

Human Resources
Description: Information on Human Resources programs including applications for employement, employee personnel records, staffing, attendance and leave, performance, pay and benefits, training and development, occupational health and safety, official languages and related policies.

Topics: Personnel, Employment, Applications, Resumes.
Program Record Number: SCC AFB 903

International Electrotechnical Commission
Description: Information on Canadian participation in the technical committee of the International Electrotechnical Commission (IEC) in developing international co-operation on standardization in electrical, electronics and telecommunications engineering and in the unification of national electrotechnical standards.
Topics: Organization; policy; IEC technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation.
Program Record Number: SCC ISB 035

International Organization for Standardization
Description: Information on Canadian participation in technical committee work of the International Organization for Standardization (ISO) to promote the development of international standards, to facilitate the international exchange of goods and services, and to develop co-operation in intellectual, scientific, technological and economic activity.
Topics: Organization; policy; ISO technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation.
Program Record Number: SCC ISB 030

Standards Activities
Description: Information on Council standards activities.
Topics: Advisory committees; accreditation of standards-writing organizations; coordination of liaison among voluntary organizations in liaison; establishment of subject areas; assessment, acceptance and recommendation of standards as National Standards; liaison – organizations, provincial authorities; reference to standards in regulations; standards in government procurement; procedures for assessing implementation of international standards in Canada; consumer participation in standardization.
Program Record Number: SCC ISB 015

Standards Information
Description: Information on national, regional, foreign and international standards, technical regulations, conformity assessment systems and other matters related to standardization.
Topics: Standards, technical regulations; conformity assessment systems; standardization.
Program Record Number: SCC EIB 020

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Finance

Hospitality

Pensions and Insurance

Procurement

Travel

Particular Personal Information Banks

Applicant Inventory
Description: This bank contains unsolicited written applications for employment at the Standards Council of Canada (SCC). The bank consists of resumés containing a variety of personal information and letters from SCC acknowledging receipt of applications.
Class of Individuals: Members of the general public.
Purpose: The records are used for reference when vacancies arise.
Consistent Uses: To maintain a current inventory within SCC.
Retention and Disposal Standards: The information is maintained for six months and then destroyed.
RDA Number: 98/005
Related PR#: SCC AFB 903
TBS Registration: 003028
Bank Number: SCC PPU 010

Inventory of Assessors
Description: This bank contains personal information on assessors who are evaluating organizations applying for accreditation by the Standards Council of Canada. This information includes summaries of resumés, addresses, areas of specialization and a performance evaluation regarding performance during assessments.
Class of Individuals: Individuals chosen by the Standards Council of Canada to act as assessors.

Purpose: This information is held in order to maintain an inventory of possible candidates to act as assessors.

Consistent Uses: To keep a record of the current address of the individual and a record of performance.

Retention and Disposal Standards: The records are retained for seven years after attaining inactive status and then destroyed.

RDA Number: 2006/003

Related PR#: SCC ISB 010

TBS Registration: 003033

Bank Number: SCC PPU 015

Mailing Lists

Description: This bank contains various mailing lists which include postal and e-mail addresses (some of which are home addresses) and telephone numbers.

Class of Individuals: Potential clients, media contacts, individuals and organizations receiving various Standards Council of Canada information products (electronic or hard-copy) on a regular basis.

Purpose: The purpose of these mailing lists is to maintain current addresses of individuals and organizations to whom Standards Council of Canada information products are sent.

Consistent Uses: The information is used in order to send the most recent version of all information products.

Retention and Disposal Standards: The records are retained for seven years after attaining inactive status and then destroyed.

RDA Number: 2006/003

Related PR#: SCC ISB 010, SCC ISB 015, SCC PRB 025, SCC ISB 030, SCC ISB 035

TBS Registration: 003032

Bank Number: SCC PPU 014

Members of Council and Committees

Description: Information in this bank includes the curriculum vitae (or synopsis of), address, telephone and fax numbers of members; Orders-in-Council appointing members of Council; membership designation; correspondence and relevant information concerning members' employment.

Class of Individuals: Members of Advisory Committees, Technical Committees, Sub-Committees, Working Groups and members of Council.

Purpose: The information is compiled to determine the professional qualifications of individuals and their eligibility for membership on Council and the various committees.

Consistent Uses: Some information is used to communicate with members such as forwarding documents concerning meetings.

Retention and Disposal Standards: The records are retained for seven years after attaining inactive status and then destroyed.

RDA Number: 2006/003

Related PR#: SCC ISB 010, SCC ISB 015, SCC ISB 030, SCC ISB 035, SCC AFB 903

TBS Registration: 003030

Bank Number: SCC PPU 012

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Travel

Manuals

The Standards Council of Canada publishes and maintains policy documents outlining such subjects as criteria and procedures for accreditation programs, the development of National Standards of Canada and participation in international standards committees. For more information, contact the Communications section.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Standards Council of Canada under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the Standards Council of Canada.

Information about the Standards Council of Canada, its policies and programs may be obtained by calling or writing to:

Standards Council of Canada
Communications Branch
270 Albert Street, Suite 200
Ottawa, Ontario K1P 6N7

Telephone: 613-238-3222
E-mail: info@scc.ca
Internet: www.scc.ca

Information Services can be reached by writing to:

Standards Council of CanadaInformation Services
270 Albert Street, Suite 200
Ottawa, Ontario K1P 6N7

Reading Room

The library of this institution has been designated as a public reading room under the Access to Information Act. The address is:

270 Albert Street, Suite 200
Ottawa, Ontario

To schedule an appointment, please contact:

Antonia Kusy, Corporate Planner
Telephone: 613-238-3222, ext. 462
Facsimile: 613-569-7808
E-mail: akusy@scc.ca

Statistics Canada

Chapter 157

General Information

Background

Statistics Canada collects and provides statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes. This is done under the authority of the Statistics Act which prohibits the disclosure of identifiable information to anyone without the consent or knowledge of the individual person, business or organization concerned.

The statistical information banks maintained by Statistics Canada contain some personal information that has been obtained from a variety of sources. Information is collected directly from individuals through the censuses of population and agriculture, from sample surveys such as surveys on income and expenditure, labour force surveys and special surveys. It is also collected through certain formal agreements the Agency has entered into with large social institutions and various levels of Canadian governments. These arrangements give Statistics Canada access to administrative records for the purpose of extracting data on the client populations of the institutions of health, education and justice and on the activities of the population as it comes in contact with the state (e.g., the registration of births, deaths and marriages).

One of the most important of these agreements is with the Canada Revenue Agency to access taxation returns for statistical purposes, thus allowing the use of an administrative file of the federal government containing a wealth of information on the socio-economic fabric of the Canadian population. The access to tax records has allowed Statistics Canada to exempt many respondents, particularly small businesses, from filing several questionnaires.

Information banks maintained by Statistics Canada are largely automated. Since records in these banks are meant to be used for statistical purposes and not for administrative purposes, they are rarely organized by name. In fact, few databanks contain names. Some banks are organized by a unique identifier, be it a number assigned by Statistics Canada, a number assigned by the administrative source, such as a registration number or the social insurance number. Records in other banks are classified geographically, or by the name of the company. It should be noted that many of the statistical databanks contain only a sample of the population. To locate a statistical record, Statistics Canada will require, in most cases, not only an identifier, but additional information such as the time period in which an individual has responded to a survey, or his/her street address, or his/her industry sector.

Responsibilities

The mandate and program objectives of Statistics Canada are: to collect and publish in aggregate formats statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes; to collaborate with other participants in the broader national statistical system in extending the system's scope, usefulness and use; and to provide leadership, professional expertise and coordination in such efforts.

Legislation

- Corporations Returns Act (CRA), 1985, c. C43
- Statistics Act, R.S.C. 1985, c. S19

Organization

Office of the Chief Statistician of Canada

This area is the focal point for the administration of all matters pertaining to Statistics Canada.

Chief Statistician of Canada

The Chief Statistician is a deputy of the Minister Responsible for Statistics Canada. The Chief Statistician advises on matters pertaining to statistical programs of the department and agencies of the Government of Canada, and confers with such departments and agencies to that end. The Chief Statistician supervises generally the administration of the Statistics Act and controls the operations and staff of Statistics Canada.

Departmental Secretariat

The Departmental Secretariat serves as the principal focal point for liaison with the Minister Responsible for Statistics Canada, other ministers, and members of Parliament generally. In support of the Minister, the Departmental Secretariat processes correspondence, deals with parliamentary returns, responds to oral and written questions and prepares briefing material on issues relating to Statistics Canada's programs and policies.

Its other functions include providing staff support to the Chief Statistician and the Policy Committee, as well as liaising with various management committees. The Departmental Secretariat is also responsible for review and control of official government documentation.

Analysis and Development Field

This field is headed by an Assistant Chief Statistician with responsibility for socio-economic and business analysis and the development and management of health surveys that provide statistical information and analysis about the state of health of Canadians.

Health Statistics Division

Health Statistics Division provides statistical information and analysis about the state of health of Canadians. Information is classified under health care, health and outcome statistics, health status and vital statistics, population health surveys, and occupational and environmental health research. Ongoing health research and analysis are conducted, producing products such as a quarterly review, Health Reports, as well as the database, Health Indicators.

Physical Health Measures Division

The Physical Health Measures Division is responsible for the development and management of health surveys using direct measures that provide statistical information and analysis about the state of health of Canadians.

Socio-Economic and Business Analysis Branch

This branch includes the following divisions: Business and Labour Market Analysis; Family and Labour Studies; and Socio-Economic Analysis and Modelling. The branch also includes the Health Analysis and Measurement Group.

Business and Labour Market Analysis Division

The division is responsible for business and labour market research as well as data development that includes the use of worker and workplace data to create unique data sources for analytical purposes. Topics include unemployment and the employment insurance system; displaced workers and labour adjustment; wages, earnings, hours worked and earnings inequality; intergenerational income mobility; the school-to-work transition of post-secondary graduates; job creation in small and large firms; other related topics in firm dynamics and labour markets. Analysis of socio-economic developments of neighbourhoods in Canadian cities is also part of the research agenda.

Family and Labour Studies Division

The division is a research division devoted to analysis of the well-being of children and families and their interaction with the labour market and social institutions, particularly the education and income support systems. The division publishes analyses that inform public policy debates in the areas under its mandate. It also manages the Statistics Canada Research Stipend, a program of support for graduate students completing doctoral theses.

Health Analysis and Measurement Group

The mandate of the Health Analysis and Measurement Group is to conduct policy-relevant research and quantitative analysis of health and social issues. The group uses Statistics Canada health and social data sets and collaborates extensively with researchers in other divisions, external medical experts and researchers in health ministries, universities, institutes and other health organizations.

Socio-Economic Analysis and Modelling Division

The division's role is to conduct analysis as well as to stimulate, support and integrate analytic work throughout Statistics Canada. It is also responsible for facilitating the utilization of social and economic data files.

Business and Trade Statistics Field

This field produces a wide range of monthly, quarterly and annual statistics on manufacturing, primary industries, transportation, communications, computing, construction, agriculture,

merchandising services, external trade, prices, business finance, science and technology, small business, public finance, the Corporations Returns Act, regional industrial structure and related areas. It is headed by an Assistant Chief Statistician with responsibility for these topics.

Agriculture, Technology and Transportation Statistics Branch

This branch is responsible for planning, directing, coordinating and controlling the activities of subject-matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions. It includes the following divisions: Agriculture; Science, Innovation and Electronic Information; Small Business and Special Surveys; and Transportation.

Agriculture Division

The division produces national and provincial estimates of income and expenses for the System of National Accounts, as well as economic and social statistics concerning the activities of the agriculture sector and its participants. It conducts a census of agriculture every five years, as stipulated in the Statistics Act, to provide a comprehensive picture of the agriculture sector at the national, provincial and sub-provincial levels.

Science, Innovation and Electronic Information Division

The division is responsible for the development of a comprehensive and integrated program of statistics on science and technology, broadcasting, telecommunications, electronic commerce and information technology use.

Small Business and Special Surveys Division

The division provides statistical information on, and for, small businesses in Canada and responds to information needs of clients (other government departments and organizations) concerning business statistics in Canada which cannot be met through the Agency's on-going statistical programs. These business data gaps are serviced either through special surveys of businesses, data linkage of micro records or data integration of existing data.

Transportation Division

The division collects, publishes and makes available statistics on air, rail, road and water transportation industries and on related traffic and infrastructures.

Economy Wide Statistics Branch

This branch is responsible for planning, directing, coordinating and controlling the activities of the subject-matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions. It includes the following divisions: Industrial Organization and Finance; International Trade; Investment and Capital Stock; and Prices.

Industrial Organization and Finance Division

The division produces statistics relating to the financial statements, taxation and financing of business enterprises in Canada. It also administers the Corporations Returns Act and produces data on ownership and foreign control of business enterprises.

International Trade Division

The division is responsible for the compilation, analysis and dissemination of Canada's merchandise export and import statistics and related price and volume indices (Customs and Balance of Payments basis). These are administrative data drawn from trade documents filed with the Canadian and American custom agencies. Annual data series include the Canadian Exporter Registry and the World Trade Analyzer, a database depicting merchandise trade flows between nearly 200 countries.

Investment and Capital Stock Division

The division provides a focus for the collection, analysis and publication of statistics relating to investment activities, flows and stocks of fixed capital assets employed in the economy and measures of industrial capacity utilization.

Prices Division

The division provides information on consumer prices and industrial products, raw materials, farm input prices and construction price indexes, as well as a number of indexes relating to capital expenditures and services.

Industry Statistics Branch

This branch is responsible for planning, directing, coordinating and controlling the activities of subject-matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions. It includes the following divisions: Distributive Trades; Enterprise Statistics; Manufacturing, Construction and Energy; and Service Industries.

Distributive Trades Division

The division conducts monthly and quarterly surveys on retail and wholesale trade to produce a range of current indicators such as sales by trade groups by province and commodity groups, as well as wholesale inventories by trade group. It also conducts a monthly survey of new motor vehicle sales that produces estimates on the number of vehicles sold by type, origin and province. The annual surveys covering retail and wholesale trade produce a more complete industry profile including variables such as operating revenue, cost of goods sold and operating expenses. Finally, the division occasionally conducts a commodity origin and destination survey for the wholesale sector. All surveys use the North American Industrial Classification System (NAICS 2002).

Enterprise Statistics Division

The division is responsible for managing and coordinating the Unified Enterprise Survey (UES) program. The UES brings many of Statistics Canada's individual annual business surveys under a common framework, including a single survey frame, a sample design framework, conceptual harmonization of survey content, means of using relevant administrative data, common data collection, processing and analysis tools, and a common data warehouse. Currently, the combined enterprise and establishment surveys of the UES cover two-thirds of the economy, including many service industries, wholesale, retail, manufacturing, some transportation industries and aquaculture.

Manufacturing, Construction and Energy Division

The division is responsible for providing national and provincial estimates on Canadian businesses in the manufacturing, forestry and energy sectors. It produces financial statistics, production and leading indicator data which are increasingly the focus of both domestic and international attention through their linkage to trade, globalization, the environment and sustainable development. The division produces a range of current indicators such as shipments or sales, inventories, as well as orders by industry and by province. It also conducts annual surveys covering manufacturing and forestry to produce a range of cost structure, material input, commodity output and employment data. The energy surveys produce monthly, quarterly and annual data that form the basis of estimates included in the calculation of greenhouse gas emissions and that contribute to the

understanding of the complex supply and demand picture for Canadian energy.

Service Industries Division

The division is responsible for the development of an integrated and comprehensive program of statistics on service industries.

Communications and Operations Field

This field provides a full range of external communication functions, including respondents, users, and media relations. It also administers the central and regional operational functions essential to the conduct of the Agency's statistical programs, including regional data collection and processing activities, marketing, publishing and electronic data dissemination. This field is headed by an Assistant Chief Statistician with responsibility for marketing and information services, operations and administrative support, and regional operations.

Communications and Information Services Branch

This branch is responsible for the activities which design and organize the information products of the Agency to service the needs of its various clients at the federal, provincial and municipal government levels, and in the public and private sectors. It includes the following divisions: Client Services, Communications and Library Services; and Dissemination.

Client Services Division

The division provides overall leadership and coordination for marketing and client services activities at Statistics Canada, through the following activities: marketing communication, market research, product and service pricing, licensing of redistribution, training, testing and client support for electronic products, and the provision of a centralized statistical enquiries service. Staff promotes the availability and use of Statistics Canada products and services and provides advice and support to clients in the private and public sectors on the most useful solutions to their information needs.

Communications and Library Services Division

The division promotes effective communications between Statistics Canada and its clients through various programs and is responsible for providing an information and document delivery service to Statistics Canada, other government departments,

libraries, researchers and the general public. The division coordinates the release of the Agency's information to the public through The Daily, the Agency's official release vehicle. It maintains the overall quality of communications at Statistics Canada by providing communications planning, writing and editing services and training, and through the provision of media relations. In addition, the division coordinates the federal-provincial-territorial consultative system. The publication of flagship information products, such as the Canada Year Book, Canada: A Portrait and Canada at a Glance, and the management of the Canada e-Book and Canadian Statistics Tables module on the Agency's Internet site are major responsibilities of the division. Through the electronic employee newsletter, @StatCan, and its Internal Communications Network, the division contributes to internal communications in the Agency and promotes a positive corporate culture and a sense of community linking regional and headquarters employees. The Statistics Canada Library collects and provides access to the complete inventory of Statistics Canada documents. Library services are provided primarily for the benefit of the program divisions of Statistics Canada. Services, such as document delivery for publications available from other libraries, preparation of selective bibliographies and indexing for the Agency's online catalogue of products and services ensure that Statistics Canada employees have access to information. The library also provides access to current and historical Statistics Canada information to external users.

Dissemination Division

The division is responsible for the production of the Agency's catalogued publications and the development and operation of techniques and mechanisms to foster the public access to Statistics Canada's information through electronic means.

Operations and Administrative Support Branch

This branch is responsible for analysing, evaluating and reviewing all statistical operations and managing the integrated headquarters operations. It also develops and implements approaches and strategies for integrating operations and services throughout the Agency. It includes the following divisions: Administrative Support Services; Operations and Integration; and Operations Research and Development.

Administrative Support Services Division

The division is involved in the following areas: document management, distribution of data collection materiel, publications and general correspondence, facilities management and materiel and contract services.

Operations and Integration Division

The division provides survey operations support to subject-matter divisions for close to 300 surveys. The division is involved in preparing mail-outs, frame maintenance, collection, capture, coding, editing, micro analysis, processing, tabulating and proofreading.

Operations Research and Development Division

The primary mission of the division is to design, develop, deploy and maintain computer-assisted collection applications for Statistics Canada's business and social surveys. In addition, it researches and develops new collection methods, (e.g., electronic data reporting) as well as tools to support the collection process. The division also undertakes a program of research and analysis aimed at monitoring and evaluating the ongoing effectiveness and efficiency of survey collection activities.

Regional Operations Branch

This branch is responsible, through headquarters staff and a network of regional offices, for survey data collection from households and businesses. It is also responsible for Advisory Services which promotes the availability and effective use of Statistics Canada products and services, seeks new markets and provides advice and support to clients. It also provides regional delivery of communication services and outreach to defined groups, such as the education sector and the aboriginal peoples. The branch includes the following division: Survey Operations.

Survey Operations Division

The division is responsible for researching, costing, developing, delivering and evaluating data collection and data capture procedures and training in cooperation with client divisions and several external departments. The division provides services in the areas of project management, operations research and analysis, organization and methods of data collection, financial control, logistical support, data capture and operations audit and evaluation.

Informatics and Methodology Field

The field ensures that the statistical methodology used by all surveys is sound and statistically efficient, and provides leadership for, and management of, information processing in Statistics Canada. It is headed by an Assistant Chief Statistician with responsibility for classification systems, informatics, and methodology.

Classification Systems Branch

This branch develops and promulgates classification systems; standardizes economic, social and geographic concepts; develops, enhances and maintains the business register as a major integration instrument of survey-taking; and is responsible for the exploitation of taxation and other administrative data. It includes the following divisions: Business Register; Geography; Standards; and Tax Data.

Business Register Division

The division is responsible for the development and maintenance of a central register of enterprises and associated establishments for statistical purposes.

Geography Division

The division maintains Statistics Canada's geographic classification infrastructure, develops geographic concepts and products and services for clients, including the census. The division is the centre of expertise in the application of automated geographic and cartographic techniques.

Standards Division

The division develops standard classifications, monitors their implementation, and establishes official concordances between international and Canadian classifications. It standardizes economic and social concepts and provides a system of comprehensive documentation for all surveys conducted by Statistics Canada.

Tax Data Division

Tax Data Division is responsible for acquiring statistical data from Canada Revenue Agency records and for processing and making these data available to programs. Further, the division is charged with taking leadership in developing approaches and methods by which these tax data may be used to supplement or replace data collected by surveys, and to facilitate and promote the implementation of these goals.

Informatics Branch

The branch provides electronic data processing (EDP) services to Statistics Canada. The headquarter staff, in conjunction with other members of the branch, is responsible for the formulation of policies relating to EDP and managing overall branch activities. It also coordinates relations with the users of various systems and data processing services. It includes the following divisions: Informatics Technology Services; and System Development.

Informatics Technology Services Division

The division is responsible for developing, delivering and maintaining informatics services in support of the business requirements of the statistical and administrative programs of Statistics Canada. The range of services includes: mainframe, workstation, server and data communication services including the responsibility for the entire shared data communications infrastructure across the country and regional offices; technical and consultative support services across a variety of hardware and software platforms to facilitate secure, cost-effective and efficient client computing; planning and development of EDP policy and standards including informatics security; a comprehensive and cost-effective informatics training program; and data storage facilities for the Agency's data in electronic format.

System Development Division

The division is responsible for designing, developing and maintaining software for the support of surveys, censuses and other computer-based operations conducted by the Agency. It also provides strategic advice on the use of information technology in automating Agency programs.

Methodology Branch

The branch plans, organizes and directs the work of the divisions engaged in the development, implementation, analysis and evaluation of the statistical methodology underlying all of the programs of the Agency. It includes the following divisions: Business Survey Methods; Household Survey Methods; Small Area and Administrative Data; Social Survey Methods and Statistical Research and Innovation.

Business Survey Methods Division

The division is responsible for providing methodological services to business and trade

statistics programs, infrastructure programs including tax data and the Business Register, and to the System of National Accounts and Labour Statistics Division, as well as for services on seasonal adjustment of time series, generalized systems and quality assurance to all statistics programs. It is also responsible for the development and maintenance of methodology standards, for the development and support of generalized methods for survey functions and for research and development on problems related to survey design and evaluation, time series and survey data analysis. The division includes the Time Series Research and Analysis Centre, the Generalized Systems Methods Section, and the Quality Assurance Resource Centre.

Household Survey Methods Division

The division is responsible for providing methodological services to the household and institutional statistics programs, including surveys on the labour force, household income and expenditures, health, education, children, culture, tourism, environment and justice, the General Social Surveys, special surveys carried out on a cost-recovery basis, and social and economic studies. It is also responsible for research and development on problems related to survey design, evaluation and data analysis. The division includes the Record Linkage Resource Centre and the Disclosure Control Resource Centre.

Small Area and Administrative Data Division

The division develops and disseminates social, economic and demographic statistics and indicators for small areas. The sources of these data are administrative files from other federal departments.

Social Survey Methods Division

The division is responsible for providing methodological services to the Census of Population and to the development of small area and administrative data. It also provides consultative services in questionnaire design and in statistical/survey methods. It is responsible for research and development on problems related to survey design, evaluation and data analysis. The division includes the Questionnaire Design Resource Centre, the Statistical Consultation Group, and the Data Analysis Research Section.

Statistical Research and Innovation Division

The Statistical Research and Innovation Division conducts statistical research on specific topics and provides technical leadership and guidance to the other methodology divisions for the development of innovative statistical methods in support of Statistics Canada's statistical programs.

Management Services Field

The field organizes and coordinates internal management services including the development and implementation of all management policies and systems within the Agency, and the assessment of the efficiency and effectiveness of these programs. It is headed by an Assistant Chief Statistician with responsibility for finance, planning, audit, human resources, legislation (Statistics Act, Access to Information Act and Privacy Act) and departmental security.

Data Access and Control Services Division

The division serves as the Agency's focal point for matters relating to the confidentiality of the information collected by Statistics Canada, statistical agreements, record linkages for statistical purposes, and Statistics Canada's Policy on Informing Survey Respondents. It coordinates the implementation of Treasury Board's Management of Government Information Policy and Privacy Impact Assessment Policy, and administers services pursuant to the Access to Information Act and the Privacy Act. The division manages the Agency security services.

Internal Audit Division

The division provides timely assurance services and advice to the Chief Statistician, senior management and the internal audit committee. Through a systematic and disciplined approach, the division also provides the Chief Statistician with added assurance, independent from line management, on risk management, control, and governance processes.

Finance and Planning Branch

The branch is responsible for determining the financial resources required by Statistics Canada and supervising the Agency's expenses. The branch is also responsible for operations and financial planning, financial services, management information systems, developing good management systems to support the Agency's managers in achieving departmental objectives, and ensuring that management practices identified by the

Office of the Comptroller General are carried out. It includes the following divisions: Corporate Planning; Financial Management Operations and Systems; Operational Planning and Programming; and Resource Management.

Corporate Planning Division

The Corporate Planning Division is responsible for ensuring the continued effectiveness of the Agency's planning system, for assisting senior management in developing and assessing corporate planning directives and priorities, and in formulating alternative strategic and operational plans. The division is also responsible for the development and coordination of management systems designed to improve planning, providing information for decision-making, comprehensive and integrated reporting on ongoing programs and special initiatives and permitting effective external reporting. The division also plays the role of the Agency's Modern Management Practices Office promulgating modern management know-how and best practices in part through the Management Tool Box with the view of advancing the Management Accountability Framework preparedness for annual assessments.

Financial Management Operations and Systems Division

The division is responsible for assisting Statistics Canada to meet government and central agency objectives through the conceptualization, design, implementation and development of the Agency's financial management framework and infrastructure pertaining to policy development, expenditure and revenue accounting, financial statements and reporting, and the delivery of programs and services. It is also responsible for providing functional leadership, guidance and direction on all financial reporting systems and processes.

Operational Planning and Programming Division

The Operational Planning and Programming Division is responsible for the effective management of Statistics Canada's operational, financial planning and cost accounting policies, systems and processes which include: the development, implementation, evaluation and quality control of cost accounting systems, procedures, methodologies and cost models; revenue and expenditure activity management; management and coordination of the Agency's Annual Reference Level Update, Treasury Board

submissions and negotiations with the Treasury Board Secretariat to secure corporate funding; corporate budgeting processes for both financial and program resources; and the development and implementation of a variety of management processes aimed at improving overall financial effectiveness and efficiency.

Resource Management Division

The division is responsible for performing a coordination function between Statistics Canada program divisions and internal service providers on matters related to financial, human resource and materiel management and contract administration.

Human Resources Branch

The branch is responsible for assisting management in obtaining, deploying, developing and retaining the staff necessary to execute Statistics Canada's responsibilities. It is also responsible for ensuring fair and equitable treatment of employees. It includes the following divisions: Human Resources Development; Human Resources Operations; Official Languages and Translation; and Resourcing and Corporate Assignments.

Human Resources Development Division

Human Resources Development Division supports the management of Statistics Canada in identifying and addressing human resources (HR) issues and challenges. It facilitates the development of HR development policies and programs through activities that evaluate current and future needs of the Agency. It plays a role in the design, development, implementation, coordination and evaluation of programs and mechanisms that support Statistics Canada's Comprehensive Human Resources Development Strategy. Its primary focus includes training and development, career streaming, employee recognition, human resources planning, diversity/achieving employment equity as well providing data via HR information systems for analysis and decision-making.

Human Resources Operations Division

The Human Resources Operations Division includes the following service areas: compensation services, including pay and benefits, pensions and disability insurance; classification; the Employee Assistance Program; health support, including health and safety, wellness and nursing services; and labour relations.

Official Languages and Translation Division

The Official Languages and Translation Division develops Statistics Canada's strategies and guidelines on official languages, provides information and advice to managers on the legal requirements of the Official Languages Act and on the implementation of related policies and programs. It also provides employees with information on their rights and obligations regarding official languages. The division also develops and manages the departmental language training program, plans and oversees the individual training of employees. In addition, it is responsible for managing translation services for all of Statistics Canada and for managing, standardizing and disseminating terminology related to Statistics Canada's activities.

Resourcing and Corporate Assignments Division

Resourcing and Corporate Assignments Division is responsible for staffing including support for unique and generic competitions, students and alumni; human resources support for regional operations; recruitment campaigns for the ES, SI and CS programs; managing assignments for recruits; mentoring; and corporate assignments.

National Accounts and Analytical Studies Field

The field is responsible for providing a set of macroeconomic series within the framework of the System of National Accounts. It provides a broad range of research and analysis intended to improve society's knowledge of social and economic behaviour, and undertakes research and development of statistical techniques. The field is headed by an Assistant Chief Statistician with responsibility for analytical studies and the System of National Accounts.

Analytical Studies Branch

The branch is responsible for the integration and interpretation of data to describe and analyse Canadian society. As well, it is responsible for the development of new and improved techniques for the statistical analysis and interpretation of socio-economic data sets. It includes the following divisions: Current Economic Analysis; Micro Economic Studies and Analysis; and Unpaid Work Analysis.

Current Economic Analysis Division

The division provides Statistics Canada's assessment of current economic conditions. This is done through articles in the Canadian Economic Observer and the production of the composite leading indicator. The division also supports research and analysis in other areas of the organization.

Micro Economic Studies and Analysis Division

The division focuses on a broad range of topics in several areas making use of Statistics Canada micro databases, develops new data, and provides analytical studies using various Statistics Canada data sources. The first area covered is industrial economics. The division makes use of specially constructed longitudinal databases that link data from several areas within Statistics Canada. It has examined such issues as the importance of small firms in the job creation process, the changing nature of multinationals, and the success of new firms. The division also conducts surveys that focus on the contribution of innovative and technological capabilities to growth, job creation, the use of advanced manufacturing technologies in Canada, the characteristics of the innovation process, the importance of financing to the growth of new firms, and the causes of bankruptcy. The division also is responsible for the productivity program at Statistics Canada and produces analytical research in this area. Finally, the division conducts research on issues of concern to the System of National Accounts in the area of measures of the new economy, depreciation, and pricing.

Unpaid Work Analysis Division

The division produces analyses, related supporting statistical concepts and special databases pertaining to a variety of aspects of use-value production. This includes unpaid work done to support a family business, child care, unpaid care provided to older persons in need of personal services, unpaid care for persons who are ill or otherwise handicapped, unpaid household maintenance, volunteer work on behalf of organizations, and educational activities. One aspect of the division's work pertains to issues in extending the production boundary of the System of National Accounts. The division is the custodian of the Total Work Accounts System.

System of National Accounts Branch

The System of National Accounts Branch provides a conceptually integrated framework of statistics and analysis for studying the state and behaviour of the Canadian economy. The accounts are centred on the measurement of activities associated with production of goods and services, the sales of goods and services in final markets and the accumulation of wealth. The branch includes the following divisions: Balance of Payments; Environment Accounts and Statistics; Income and Expenditure Accounts; Industry Accounts; and Public Institutions.

Balance of Payments Division

The division is responsible for producing statistics on economic transactions between Canadian residents and the rest of the world and on Canada's international assets and liability positions.

Environment Accounts and Statistics Division

The division is responsible for the integration of environmental and socio-economic information into core sets of statistics relevant to the analysis of relationships between human activity and the environment in Canada. The environment statistics are intended to assist those in government responsible for developing policy and measuring performance while also helping individual Canadians who want to know more about the trends in the environment.

Income and Expenditure Accounts Division

The division is responsible for: estimates of Gross Domestic Product (GDP) and its components at national and provincial levels, by income and expenditure categories; key economic processes such as production, income generation, sales on major markets, consumption, capital formation, financial transactions and wealth; measurement of tourism activities and non-profit activities; the conceptual and statistical integration of statistics within the System of National Accounts; research on the restructuring and extension of the System of National Accounts in conjunction with re-examination of accounts at the international level.

Industry Accounts Division

Industry Accounts Division develops annually a set of production accounts for Canada as well as for ten provinces and three territories using an input-output accounting framework. The GDP statistics

from this framework are projected by provinces and territories for the most recent three years. The division also produces monthly, quarterly and annual measures of the Gross Domestic Product (GDP) by industry in constant prices for Canada. The division produces monthly, quarterly and annual measures of the Gross Domestic Product by industry for Canada, the provinces and territories.

Public Institutions Division

The division produces statistics on the financial activities and employment of the Canadian public sector. More specifically, this includes government revenues, expenditures, assets, liabilities and debt statistics for the federal, provincial and local levels of government which comprise general government operations as well as health and education institutions. Consolidated financial data for all these levels of government are published. Data are also produced on income, expenditures, assets and liabilities of government business enterprises and the sales, volumes and government revenues from the sale of alcoholic beverages in Canada. The division is also responsible for maintaining the public sector universe, a list of entities that form the public sector.

Social, Institutions and Labour Statistics Field

The field conducts a wide range of statistical programs dealing with all aspects of the social, institutional and labour market characteristics and activities of Canadians. The field is headed by an Assistant Chief Statistician with responsibility for census and demographic statistics as well as statistics on justice, education, the labour force and income. The field also is responsible for international relations.

International Relations Division

The division coordinates Statistics Canada's contacts with the statistical offices of other countries and international organizations such as the United Nations, its specialized agencies and regional commissions, the Organisation for Economic Co-operation and Development, the European Union and the International Statistical Institute. It provides policy advice on international matters to senior Agency management; coordinates the work required for fulfilling international obligations such as representation at intergovernmental meetings and data reporting; manages the Agency's International Technical

Assistance Program; and maintains contact on behalf of the Agency with the Department of Foreign Affairs and the Canadian International Development Agency. The division's responsibilities also include the administration of the Agency's approval system for foreign and non-operational domestic travel.

Census Program Branch

The branch has responsibility for the quinquennial and decennial censuses of population in order to provide comprehensive social and demographic statistics on the Canadian population. It includes the following divisions: Census Management Office; and Census Operations.

Census Management Office

The Census Management Office (CMO) plays the lead role in the planning and the coordination of the census. The mandate of the CMO is to lead and support the Census Program. The functions of the CMO include the coordination and integration of plans and budgets, census questionnaire content determination, census research and testing and census communications.

Census Operations Division

The division is responsible for the planning, development and implementation of all production-related processing and dissemination of the censuses of population.

Institutions and Social Statistics Branch

The branch is responsible for the collection, production, analysis and dissemination of socio-economic statistics related to justice, education, culture and tourism. It includes the following divisions: Canadian Centre for Justice Statistics; and Culture, Tourism and the Centre for Education Statistics.

Canadian Centre for Justice Statistics

This is a federal-provincial-territorial initiative dedicated to national statistics and information on the justice system in Canada. The Centre is responsible for producing information on the extent and nature of crime and the administration of criminal and civil justice in Canada.

Culture, Tourism and the Centre for Education Statistics

The division is responsible for culture, education and travel and tourism statistics.

Labour and Household Surveys Branch

The branch conducts statistical programs of household surveys such as the Labour Force Survey, surveys of income and expenditures, and establishment-based surveys of employment. It includes the following divisions: Income Statistics; Labour and Household Surveys Analysis; Labour Statistics; and Special Surveys.

Income Statistics Division

The division is responsible for a number of household surveys including the Survey of Household Spending, the Survey of Labour and Income Dynamics and the Survey of Financial Security. In addition, information is also produced on pension plans in Canada.

Labour and Household Surveys Analysis Division

The division provides resources for the content, analysis and evaluation of income and labour market related data, including data on labour force status, occupation, labour compensation, pensions, industry, individual and family income and expenditures.

Labour Statistics Division

The division is responsible for producing a wide range of labour market statistics from business and household surveys and administrative records such as monthly estimates of employment, unemployment and average earnings. In addition, the division produces information on the operation of the employment insurance program as well as from a longitudinal survey on workplace and worker characteristics.

Special Surveys Division

The division is responsible for the Special Surveys Program at Statistics Canada which provides a capacity to develop and carry out occasional or ad hoc household surveys.

Social and Demographic Statistics Branch

The branch conducts a program of surveys and related activities designed to provide comprehensive social and demographic statistics on the Canadian population. It includes the following divisions: Demography; and Social and Aboriginal Statistics.

Demography Division

The division is responsible for the following four areas: population estimates, population projections, census and survey related activities, and developmental and analytical research.

Social and Aboriginal Statistics Division

Social and Aboriginal Statistics Division is a centre of expertise for three main subject- matter areas: immigration and ethno-cultural statistics, data on the Aboriginal population, and statistics on topics related to inclusion and well-being.

Information Holdings

Program Records

Departmental Secretariat

Agency Operations
Description: Records relating to the overall functions of the Agency.
Topics: Policies, plans and programs.
Program Record Number: STC OCS 005

Health Statistics Division

Client Request Archive Management System
Description: Records related to information on clients who contact the division for information.
Topics: Client name, contact information, products purchased, billing information.
Program Record Number: STC HLT 085

Health Care
Description: The Health Care program provides information on health care institutions and the use of their services. Details are available for hospital inpatient morbidity, mental health hospital inpatient morbidity, and hospital and residential care facilities. Health institution operations records contain data on available beds, patient-days during the year, patient movement (admissions/ separations), service workload of various departments, personnel and paid hours of work by occupational groups, detailed departmental operating expenditures (salaries and wages) and income by source and balance sheet information from hospitals. Information is available on the number and rate of induced abortions and selected demographic and medical information about women obtaining induced abortions performed in Canada. It also is responsible for maintaining the Health Person-Oriented Information (HPOI) Database. The principal source of information for this database is the Hospital Morbidity Database. Records with valid personal identifiers are identified as linkable records and key variables are verified for consistency across records with the same personal identifier. The database is available for studies linking morbidity information to other administrative or survey data where proper approval is obtained.
Topics: Institutions, services, abortion.
Program Record Number: STC HLT 080

Health Status and Vital Statistics
Description: The Health Status program covers the social and risk factors that influence health. The Vital Statistics program provides information on vital statistics (births, deaths, marriages, divorces, life tables) as well as cancer and tuberculosis incidence.
Topics: Births, deaths, marriages, divorces, cancer, tuberculosis.
Program Record Number: STC HLT 095

Occupational and Environmental Health Research
Description: The Occupational and Environmental Health Research program provides statistical and policy-related information in relation to occupational, lifestyle, socio-economic and environmental factors that influence health. The section maintains the Canadian Birth Database, the Canadian Cancer Registry, the Canadian Mortality Database as well as a number of other data sources used in long-term medical follow-up studies. All studies involving long-term medical follow-up must satisfy a prescribed review and approval process.
Topics: Databases, studies.
Program Record Number: STC HLT 115

Population Health Surveys (I)
Description: The National Population Health Survey (NPHS) collects information on the health of the Canadian population and related socio-demographic information. The first cycle of data collection took place in 1994-1995. The survey will continue every second year thereafter for 20 years. The NPHS has two components: households and health care institutions. The NPHS household component fulfilled both cross-sectional and longitudinal needs during its first three cycles, but with Cycle 4 (2000-2001) the component became strictly a longitudinal survey. The cross-sectional component of the National Population Health Survey program was taken over by the Canadian Community Health Survey. The NPHS institution component fulfilled both cross-sectional and

longitudinal needs during its first two cycles, but with Cycle 3 (1998-1999), the component became strictly a longitudinal survey. A second survey, the Joint Canada/United States Health Survey was a collaborative effort between Statistics Canada and the U.S. National Center for Health Statistics (NCHS). Statistics Canada collected health data from a sample of adults in both countries in 2002 and 2003. Content included disease burden, restriction of activities and access to and use of health care services.

Topics: Health surveys.
Program Record Number: STC HLT 081

Population Health Surveys (II)

Description: The Canadian Community Health Survey (CCHS) is a cross-sectional survey that collects data on the health of Canadians. The CCHS follows a cycle of large broad-based surveys every two years with alternate years focusing on detailed topic areas such as mental health, nutrition, etc. The first cycle of the Canadian Community Health Survey (CCHS 1.1) was conducted in 2000-2001. CCHS 1.1 collected health data for Canadians aged 12 and over in 136 health regions across the country. The Health Services Access Survey, a supplement to the CCHS, was conducted in the fall of 2001 and 2003 and gathered information at the national level on the patterns of use of health care services and self-reported difficulties faced by Canadians aged 15 and over in accessing health care. The Canadian Community Health Survey – Mental Health and Well-being (CCHS 1.2) was completed in 2002 and produced provincial cross-sectional prevalence estimates of certain mental health disorders, utilization of mental health services, and examined links between mental health and socio-demographic, geographic and economic characteristics. The Canadian Forces Mental Health Survey (a supplement to the CCHS 1.2) was also undertaken in 2002.

Topics: Health surveys.
Program Record Number: STC HLT 082

Physical Health Measures Division

Canadian Health Measures Survey

Description: The Canadian Health Measures Survey (CHMS) will collect key information relevant to the health of Canadians by means of direct physical measurements such as blood pressure, height, weight and physical fitness. As part of the CHMS, a clinical oral health examination will help to evaluate the association of oral health with major health concerns such as diabetes and respiratory and cardiovascular diseases. In addition, the survey will collect blood and urine samples to test for infectious diseases, nutrition and environmental markers. Through household questionnaires, the CHMS will gather information at the national level related to nutrition, smoking habits, alcohol use, medical history, current health status, sexual behaviour, lifestyle and physical activity, the environment and housing characteristics, as well as demographic and socioeconomic variables.

This information will help to evaluate the extent to which health problems are associated with such major health concerns as diabetes, obesity, hypertension, cardiovascular disease, exposure to infectious diseases, and exposure to environmental contaminants. In addition, the survey will provide clues about illness and the extent to which many diseases may be undiagnosed among Canadians. The CHMS will serve to ascertain relationships among disease risk factors and health status based on direct measures. It will also provide a platform to explore emerging public health issues and new measurement technologies.

Topics: Health.
Program Record Number: STC PHM 712

Business and Labour Market Analysis Division

Integration and Analysis

Description: Records relate to analysis and data development in the areas of business/industry and labour market using data derived from Statistics Canada business and labour-related surveys as well as administrative data.

Topics: Displaced workers and labour adjustment; wage and income inequality, unemployment and employment insurance; employment creation studies; impact of structural change in the economy on wages and job separations; quits and layoffs in the economy; micro-simulation model development; employment equity studies; survey development in the area of labour demand and human resource practices in firms.
Program Record Number: STC BMA 255

Health Analysis and Measurement Group

Health Analysis and Measurement

Description: The analytical output includes various studies on the relationship between socio-economic status and health, the impact of morbidity on population health and the development of health status indicators. Analysis and studies arising from the program

are disseminated in various Statistics Canada publications and academic and medical journals.
Topics: Socio-economic status, health.
Program Record Number: STC HAM 701

Socio-Economic Analysis and Modelling Division

Social Policy Simulation Database/Model
Description: The Social Policy Simulation Database/Model (SPSD/M) is a public use database of family/individual microdata that allows analysts to assess the effects of past or proposed changes to Canada's tax/transfer system.
Topics: Tax data, transfer payments.
Program Record Number: STC SES 296

Socio-Economic Analysis and Modelling
Description: Records relate to studies undertaken by the division using statistical data produced by other areas of Statistics Canada.
Topics: Studies.
Program Record Number: STC SES 285

Agriculture Division

Census of Agriculture and Census of Population Record Linkage
Description: Records related to the Census of Agriculture conducted every five years and the linkage of Census of Population data with Census of Agriculture data.
Topics: Number and type of farms, crop, horticulture and land use areas, land management practices, numbers of livestock and poultry, organic farming, computer use, farm machinery and equipment, farm capital, and farm operating expenses and receipts, number of farm operators, age, sex, residence status, farm and non-farm work and farm-related injuries, marital status, mother tongue, highest level of schooling, net farm income, as well as farm population counts and income profiles for census farm families and households.
Program Record Number: STC AGR 445

Crop Condition Assessment Program
Description: The Crop Condition Assessment Program is a free, Web-based application providing weekly cropland and pasture monitoring for the regions of Western Canada and the northern great plains of the United States throughout the growing season. Data are derived from the analysis of weekly, digital, low resolution satellite imagery. Available products include value-added satellite images, thematic maps, vegetation index graphs and tabular data of current and historical

cropland and pasture conditions. An experimental spring wheat yield model is also included for Western Canada as a useful tool for making management decisions.
Topics: Crop development, pasture development, comparison of crop conditions, normalized difference vegetation index, climatic conditions.
Program Record Number: STC AGR 451

Crops
Description: Records related to measurements of seeded area, seeding intentions, yield, production and stocks for most crops grown in Canada.
Topics: Field and special crops, grain marketing, vegetables, fruits, greenhouse and nursery products, honey and maple products.
Program Record Number: STC AGR 450

Farm Environmental Management Survey, 2001
Description: Information on farm management of manure, commercial fertilizers, commercial pesticides and environmental planning.
Topics: Manure management, commercial fertilizer management, pesticide application practices, land area, livestock inventory, farm type, gross farm receipts, land and water practices and whole farm environmental management.
Program Record Number: STC AGR 457

Farm Income and Prices
Description: Information related to farm income, prices and farm finances.
Topics: Farm cash receipts, farm expenses and depreciation, net farm income, government program payments paid to agricultural producers, value of inventory change, income in kind; farm debt, value of farm capital, value per acre of farm land and buildings, farm product price index, farm business cash flow, value added account, and balance sheet of the agricultural sector.
Program Record Number: STC AGR 455

Farm Register
Description: The Farm Register is a repository of all agricultural operations in Canada and of the main operators or contacts for each of these agricultural operations. It is used for maintenance of the survey frames for agricultural surveys. The register provides a complete historical record of these agricultural operations' survey activities so that response burden can be monitored. It is also a vehicle to produce information for computer-assisted telephone interviews and labels for postal surveys as well as to update survey-collected administrative information.
Topics: Surveys, addresses.
Program Record Number: STC AGR 464

Livestock, Animal Products and Food

Description: Records related to livestock inventories, production of meat and animal products, wool production, fur production, egg production, dairy statistics, stocks of meat and poultry in cold storage, aquaculture production, and food and nutrient statistics.

Topics: Inventories of classes of cattle, pigs, sheep and poultry; stocks in cold storage; dairy products; fur; eggs; wool; per capita food consumption; nutrient information.

Program Record Number: STC AGR 460

Whole Farm Database

Description: Integrated set of descriptive, physical and financial data at the whole farm level on an annual basis. Data are obtained from the Taxation Data Program, the Farm Financial Survey and crop and livestock surveys.

Topics: Area of land and usage, livestock inventories, income and expense statements, assets and liabilities, off-farm income of the farm operators and farm families, investment data, number of farms, farm type and degree of specialization, farm operators' age, sex and marital status.

Program Record Number: STC AGR 452

Science, Innovation and Electronic Information Division

Broadcasting, Program Distribution and Telecommunications

Description: Records related to annual assets, liabilities, revenues, expenses, workforce, investments, international trade, infrastructure, and customer base of the radio, television, cable and telecommunications industries.

Topics: Telecommunications carriers and resellers, radio and television stations and networks, cable and satellite program distribution systems; revenues and expenses by type for broadcasting and telecommunications; capital expenditures by type of assets for broadcasting and telecommunications; international trade in broadcasting and telecommunications services; number of residential and business telecommunications connections by type; volume of telecommunications traffic; number of subscribers to cable, Internet access by cable and mobile telecommunications services; penetration of telecommunications, cable and wireless program distribution services.

Program Record Number: STC SAT 430

Electronic Commerce and Information Technology Use

Description: Records related to the use of different types of information and communication technologies by Canadian businesses and institutions, the value of Internet transactions and the barriers to, and benefits of, electronic commerce.

Topics: Penetration and diffusion of Internet, e-mail, enterprise networks, mobile communications and e-commerce in the private and public sectors; Web presence in the private and public sectors; Internet connections by type in the private and public sectors; value of business-to-consumer and business-to-business sales over the Internet; value of domestic and foreign Internet sales by Canadian businesses; perceived barriers to, and benefits of, electronic commerce.

Program Record Number: STC SAT 431

Internet Use in Canada

Description: Records related to Internet activities for non-business use in Canada, including the extent, location and frequency of use and the motivations for using or not using this technology.

Topics: Use (penetration) of Internet at home, at work, at school and at other locations; modes of Internet connections at home; frequency and purpose of use of the Internet; profile of Internet users and non-users and of Internet shoppers by income, household composition, education level and age, and geographic location; propensity to engage in Internet shopping and Internet ordering; value and type of Internet purchases; value of orders on the Internet by the origin (domestic or foreign) of the supplier.

Program Record Number: STC SAT 432

Science and Technology Statistics

Description: Records relating to resources (expenditures and personnel) for science and technology in the public and private sectors in Canada; indicators of activities, linkages, and outcomes of science and technology activities in Canada.

Topics: Science and technology spending and personnel in the federal and provincial governments, universities and hospitals; research and development spending and personnel in the business enterprise sector (by industry, country of control, revenue size, employment size, province and source of funds) and the private non-profit sector; generation of national and provincial estimates of gross expenditures on R&D (GERD); intellectual property management in universities, teaching hospitals and the federal

government; human resources in science and technology; international mobility of highly qualified personnel; impact of advanced technologies in manufacturing and logging; and tracking the introduction of new products and processes (innovation in manufacturing, selected service industries, selected natural resource industries and transportation industries); tracking the use and development of biotechnology in industry and the federal government and knowledge management in the private sector.
Program Record Number: STC SAT 465

Small Business and Special Surveys Division

Small Business and Special Surveys
Description: Records related to the Small Business Statistics Program, including Small Business Profiles, are compiled from taxation records, the Longitudinal Employment Analysis Program (LEAP) file and special surveys on business financing in Canada. Records also r elate to the conduct of special surveys, record linkages and data integration projects which respond to information needs of clients concerning business economic and production statistics in Canada. Recent examples of special surveys include: National Construction Industry Wage Rate Survey – British Columbia, Northwest Territories and Nunavut, Compensation Survey (Ontario Pilot), National Survey of Non-profit and Voluntary Organizations, Innovation in the Food Processing Industry Survey, Survey on Small Business Regulatory Burden, Consumption of Energy Survey (2005), Federal Jurisdiction Workplace Survey, 2004, Language Industry Survey, Geomatics Industry Survey, Survey of Private Schools, Survey on Financing of Small and Medium Enterprises 2004 (SFSME). Recent examples of record linkage and data integration include a Longitudinal Economic Impact Study of Canada Small Business Financing, the ACOA Business Performance Evaluation Report, the Market Research Handbook and the Food Processing and Information System database.
Topics: Surveys, record linkage.
Program Record Number: STC SBS 524

Transportation Division

Air Transport
Description: Records related to the movement of aircraft, passengers and cargo by air and to the activities of Canadian air carriers. These data are produced by the Aviation Statistics Centre.
Topics: Canadian air carrier financial and operating statistics; air traffic and volume of cargo at Canadian airports; origin and destination of scheduled air passengers traveling within Canada, between Canada and the United States and internationally; domestic and international air charter statistics; airport activity and traffic flow; fares and fare type statistics.
Program Record Number: STC TRA 395

Rail Transport
Description: Records relating to rail transportation in Canada and between the United States and Canada.
Topics: Railway financial and operating statistics; equipment and length of track; fuel consumption and employment statistics; freight and passenger traffic; freight loaded; commodity movement between provinces and to and from U.S. regions.
Program Record Number: STC TRA 390

Road Transport
Description: Records relating to all road transport in Canada. In addition to surveying carriers and owners of registered motor vehicles, certain programs rely on aggregation of provincial and territorial administrative records.
Topics: Financial and operating statistics on motor carriers of freight (trucking) and passenger bus and urban transit; commodity origin-destination statistics of the Canadian domiciled for-hire trucking industry (domestic and international); motor vehicle usage, motor vehicle registrations and related licences; gross and net sales of motor fuels; financial statistics for couriers, local messengers and taxis.
Program Record Number: STC TRA 400

Water Transport
Description: Records relating to water transportation, domestic shipping, international seaborne shipping, and ports of loading and unloading.
Topics: Financial statistics on water carriers; shipping and port activities; commodities loaded and unloaded; containerized commodities; ports of loading and unloading; number, kind, operating status and registry (flag) of vessels arriving at and leaving Canadian ports; foreign port of origin or destination.
Program Record Number: STC TRA 405

Industrial Organization and Finance Division

Business Finance and Taxation
Description: Records related to financial and taxation data of incorporated enterprises operating in Canada. There are two basic programs, the

Annual Financial and Taxation Statistics (AFTS) and the Quarterly Survey of Financial Statements (QSFS). The annual program includes data compiled for the entire incorporated business population as depicted on the Statistics Canada Business Register. Such a census is made possible by supplementing data collected through QSFS with data produced by a survey of provincial and federal level government enterprises from the Public Institutions Division and with administrative data from the Canada Revenue Agency. The coverage of the two programs differs slightly as the quarterly program excludes government-controlled and not-for-profit business enterprises, while these enterprises are included in the annual program. In addition, the division carries out the Survey of Suppliers of Business Financing (SSBF) on an annual basis. The SSBF targets banks, trust companies, credit unions and caisses populaires, finance companies, portfolio managers, insurance companies and leasing companies. The key objective of the survey is to provide a profile of the financing provided to small- and medium-sized enterprises (SME) and firms in knowledge-based industries (KBI) for major groupings of suppliers. The types of financing covered include debt, factoring and leasing. Business clients are classified by the amount of financing authorized, the instrument used, province and industry.

Topics: The QSFS and AFTS statistical programs include variables such as assets, liabilities, shareholder's equity, revenues, expenses, profits and retained earnings. In addition, the annual program produces income taxes payable and a reconciliation of profits to taxable income and taxes payable. The SSBF provides amounts authorized, amounts outstanding and business client counts by type of financing (debt, factoring and leasing) for several characteristics of the business clients (authorization size, instrument used, geography and industry). The value of losses is also measured.
Program Record Number: STC IOF 435

Corporations Returns Act
Description: Records related to financial data, ownership, control (including foreign control) and concentration. Statistics Canada is responsible for the administration of the Corporations Returns Act (CRA). The primary purpose of this Act is to prepare an annual analytical report to Parliament on the corporate control and foreign ownership in the Canadian economy. In addition, information is collected on who owns whom in the Canadian corporate economy and is made available to

the public in a separate product entitled Inter-Corporate Ownership. Central to the CRA program is the annual ownership survey, which must be completed by each corporation with total assets exceeding $10 million or total gross revenue exceeding $15 million.
Topics: Country of control, assets, operating revenues, corporate concentration; and directory of inter-corporate ownership.
Program Record Number: STC IOF 440

Survey of Deposit-accepting Intermediaries: Chartered Banks, Trust Companies, Caisses Populaires and Credit Unions
Description: The annual Survey of Deposit-accepting Intermediaries targets chartered banks, trust companies, caisses populaires and credit unions (local and central). It collects national-level financial data on different elements of the income statement and balance sheet, as well as certain non-financial information such as the number of employees. The data are broken down according to the production of major business segments pertinent to the Canadian operations of deposit-accepting intermediaries.
Topics: Retail banking (personal and commercial), corporate and institutional finance, electronic financial services, treasury and investment banking, fiduciary services and other services.
Program Record Number: STC IOF 441

International Trade Division

Custom Data Retrievals: Exports and Imports
Description: Canadian or world trade data tabulations on a customized basis.
Topics: Exports and imports according to the Harmonized System and the North American Industry Classification System on a custom basis by quantity and value; commodity; country and weight of merchandise (more variables are available); exports by province of origin; imports by province of clearance; import and export price and volume indexes. Seasonally adjusted import and export data are available on a balance of payments basis.
Program Record Number: STC INT 410

Profile of Canadian Exporters
Description: To increase the scope of trade analysis, Statistics Canada has developed the Profile of Canadian Exporters which links merchandise trade data to the industrial activity of organizations engaged in international trade.
Topics: Trade variables such as industrial classification, exporter size, value of domestic

exports, destination, province of residence, and employment statistics for exporting establishments (2004).
Program Record Number: STC INT 414

World Trade Analyser
Description: A matrix of the value of international trade flows (exports and imports of goods) created from adjusted United Nations source data broken down by over 180 partner countries and over 800 commodities/industries. Annual data are available from 1985 to 2003.
Topics: Commodities according to the Standard International Trade Classification Revision 2 at the 4-digit level.
Program Record Number: STC INT 412

World Trade Atlas – Canada Edition (WTA-CE)
Description: The World Trade Atlas – Canada Edition is a data and software product from the International Trade Division and Global Trade Information Services Inc. It contains Canada's trade activity with the rest of the world.
Topics: Features of the World Trade Atlas – Canada Edition include Canadian trade data with over 250 trading partners, data from 1995 up to the most recent available monthly data on over 18,000 import and 6,000 export commodities, national, provincial, territory and U.S. state level geography, currency conversion, detailed Harmonized System exports and imports data at the HS-8 and HS-10 digit level, respectively.
Program Record Number: STC INT 411

Investment and Capital Stock Division

Capital Expenditures
Description: Records related to capital and related expenditures on new construction, machinery and equipment purchase and repair work on structures and machinery.
Topics: Provincial capital and related expenditures by industry and a breakdown of private and public investment.
Program Record Number: STC SCT 475

Capital Stock
Description: Records related to the annual estimates of the value of fixed assets and quarterly estimates of capacity utilization rates.
Topics: Series on fixed capital flows and stocks, and depreciation in current, constant and Chain Fisher dollars by industry and province; national series on industrial capacity utilization rates.
Program Record Number: STC SCT 470

Current Investment Indicators
Description: Records related to building permits, residential and non-residential capital building expenditures and fixed assets in housing.
Topics: Number and value of building permits issued by municipalities; number of new dwelling units by type; value of residential, commercial, governmental and institutional building construction; housing stock; construction activity indicators; provincial and metropolitan in non-residential building expenditures in both current and constant dollars.
Program Record Number: STC SCT 480

Prices Division

Consumer Price Indexes and Other Indexes
Description: Records related to the measurement of consumer price changes and region-to-region price differences, including concepts and procedures.
Topics: Consumer price indexes, average retail prices for selected commodities, inter-city price comparisons for selected commodity groups, foreign service post indexes and Canadian isolated post indexes, index methodology and concepts.
Program Record Number: STC PRI 415

Industrial Prices
Description: Records related to the measurements of price movements in the production of commodities and services.
Topics: Industrial price indexes: manufacturers' selling price indexes; contractors' selling price indexes for a limited number of construction activities and a few services such as consulting engineering, informatics professional services and telephone services; electricity selling price indexes; selected purchase price indexes: special purpose indexes for capital expenditures; machinery and equipment by industry of purchase; raw materials price indexes, including data for imported as well as domestically produced goods, farm input price indexes.
Program Record Number: STC PRI 420

Distributive Trades Division

Retail Trade
Description: Records related to sales, inventories, commodities and operating data for retail businesses, the number and value and origin of manufacture of new motor vehicles sold in Canada. Data are available on a provincial/territorial basis for selected outputs.

Topics: New car dealers; used and recreational motor vehicle and parts dealers; furniture stores; home furnishings stores; computer and software stores; home electronics and appliance stores; home centres and hardware stores; specialized building materials and garden stores; supermarkets, convenience and specialty food stores; beer, wine and liquor stores; pharmacies and personal care stores; gasoline stations; clothing stores; shoe, clothing accessories and jewellery stores; sporting goods, hobby, book and music stores; department stores; other general merchandise stores; miscellaneous store retailers; electronic shopping and mail-order houses; vending machine operators; fuel dealers; other direct selling establishments.
Program Record Number: STC DTD 375

Wholesale Trade

Description: Records related to sales, inventories, operating data and commodity origin and destination of wholesale business.
Topics: Farm products; petroleum products; food products; alcohol and tobacco; apparel, household and personal goods; pharmaceuticals; motor vehicles; motor vehicle parts and accessories; building supplies; metal products; lumber and millwork; machinery and equipment; computers and other electronics; office and professional equipment; other products; agents and brokers.
Program Record Number: STC DTD 380

Enterprise Statistics Division

Unified Enterprise Survey (UES)

Description: Records relating to the response management function (including respondent relations for all Statistics Canada business surveys and large businesses through the Enterprise Portfolio Manager Program); UES collection coordination and content harmonization services; UES informatics development, maintenance and support services (including coherence analysis, the UES Head Office Survey and various data research projects); UES processing functions; and UES data and metadata storage.
Topics: Respondent relations; computer support; processing.
Program Record Number: STC UES 307

Manufacturing, Construction and Energy Division

Energy

Description: Records related to the production, transformation, transportation and consumption of coal, crude oil, natural gas, electricity and refined petroleum products. The statistical programs are carried out in collaboration with other government agencies such as Natural Resources Canada, the National Energy Board, and various provincial energy departments.
Topics: Supply and disposition of solid fuels, liquid fuels, natural gas, electricity and renewable energy forms; consumption of energy by sector and selected industries; financial and operating statistics related to energy industries and pipelines.
Program Record Number: STC IND 315

Logging

Description: Records related to shipments of roundwood.
Topics: Saw logs, veneer logs, pulpwood, poles and pilings (untreated), fuel wood, Christmas trees, miscellaneous roundwood.
Program Record Number: STC IND 385

Manufacturing

Description: Records related to various surveys for the manufacturing sector. Depending on the survey, data covered are shipments, inventories and orders; qualitative assessments of business conditions and employment; operating statistics; materials and supplies used; products shipped.
Topics: The following industries are covered: food, beverage and tobacco products, primary textile, textile products, clothing, leather, wood products, paper, printing and related support, petroleum and coal products, chemicals, plastics and rubber products, non-metallic mineral products, primary metals, fabricated metal products, machinery, computer and electronic products, electrical equipment, appliances and components, transportation equipment, furniture, other manufacturing industries.
Program Record Number: STC IND 310

Service Industries Division

Service Industries

Description: Records related to financial and other operating data.
Topics: (NAICS sector 51) Information and cultural industries covering publishing (except Internet), motion picture and sound recording, Internet service providers, data processing, and archives; (NAICS sector 53) Real estate, rental and leasing; (NAICS sector 54) Professional, scientific and technical services covering accounting, tax preparation, bookkeeping and payroll, architectural, engineering, surveying and mapping, specialized design, computer systems design, management consulting, scientific and technical consulting,

and advertising; (NAICS sector 56) Administrative and support covering employment, travel arrangements and reservation; (NAICS sector 71) Arts, entertainment and recreation covering performing arts, spectator sports and related activities, heritage institutions, amusement, and recreation; (NAICS sector 72) Accommodation and food services covering accommodation services, food services and drinking places; (NAICS sector 81) Other services (except public administration) covering repair and maintenance, personal and laundry services.
Program Record Number: STC SER 425

Communications and Library Services Division

Communications
Description: Records related to interactions with program areas, clients and suppliers involved in media and public relations projects; release materials and associated documentation; minutes, recordings and associated documentation pertaining to federal-provincial consultations; drafts, proofs and artwork related to the division's products; texts submitted for editing.
Topics: Projects and programs.
Program Record Number: STC CMN 570

Library Documentation
Description: This collection is diverse and contains numbered publications as well as research papers, working papers, user guides, CD-ROMs and associated documentation and internal documents. This collection dates to the founding of the Dominion Bureau of Statistics in 1918 but also includes documents such as census, foreign trade, etc. dating to 1841 from the various statistical divisions that merged to become the Dominion Bureau of Statistics. The collection also consists of monographs, serials and reports in the subject areas related to Statistics Canada's activities and supporting documents published by Canadian federal and provincial governments, American and selected foreign and international organizations such as the World Bank and the International Monetary Fund.
Topics: Publications, monographs, reports.
Program Record Number: STC CMN 706

Dissemination Division

CANSIM
Description: Records related to the maintenance, updating, marketing and utilization of the CANSIM databases; the development of new data content, and new data storage, retrieval and delivery facilities; the development of meta data systems.
Topics: Databases.
Program Record Number: STC DIS 580

Corporate Sales Support System
Description: An invoicing and inventory control system that provides information on accounts receivable for all products and services billed in regional offices. Market information by client and/or product and services is also available.
Topics: Accounts receivable.
Program Record Number: STC DIS 603

Online Catalogue of Products and Services
Description: A Windows-based search and retrieval system which provides users with current information about products and services available from Statistics Canada.
Topics: Products and services.
Program Record Number: STC UAS 604

Publications
Description: Records related to the production, sales and marketing of Statistics Canada's publications.
Topics: Publications.
Program Record Number: STC DIS 575

Client Services Division

Client Services
Description: Records related to the coordination of marketing activities. These activities include the development of strategic marketing plans, market research to identify client needs, coordination of promotional and sales campaigns, pricing and licensing of the Agency's products, the management of a marketing information system, and centrally recording all broadcast e-mail communication activities in the Agency.
Topics: Market plans, market research, promotional and sales campaigns, pricing and licensing.
Program Record Number: STC MAR 572

Operations and Integration Division

Operations
Description: Records related to the development and on-going work of the division including: surveys (mail-out/mail-back surveys, computer-assisted telephone interviews, surveys based on administrative records, imaging documents, analyzing and reformatting computer printouts, CDs, diskettes, etc.); coding (these codes include medical codes, classification of Instructional Programs, North America Industrial Classification

System coding, Product List of Annual Survey of Manufactures, etc.); data capture; mapping (operations of the Map Library including the reproduction of maps, retrieving and filing of maps and maintenance of the shipping and receiving of maps); linking the Post Office Postal Codes to the Provincial, Federal or Electoral areas by using Standard Geographical Codes; and preparing the Street Network File for census enumeration.
Topics: Surveys, coding, data capture, mapping.
Program Record Number: STC OPI 595

Operations Research and Development Division

Operations Research and Development
Description: Records showing the performance of work units in the Operations and Integration Division working with measured standards.
Topics: Performance of work units.
Program Record Number: STC ORD 600

Regional Operations Branch
Advisory Services (Regional Offices)
Description: Records relating to the following: research services to identify which data from among Statistics Canada's holdings are most relevant and valuable in meeting client needs; integrating data by combining two or more different data files (integrating one or more Statistics Canada files with client-proprietary data, other public sector data, or commercially published data available to the Agency); census consulting by identifying and cross-tabulating variables to assist clients in determining key demographic profiles on national, regional or more local geographic levels; geographic services by incorporating and illustrating a variety of different variables with thematic mapping; special services by organizing seminars and conferences on the use of Statistics Canada data and statistical methodologies and techniques; consultation services in conducting surveys; and regional delivery of Statistics Canada communications.
Topics: Research, consultation, communications.
Program Record Number: STC UAS 606

Survey Operations Division

Survey Operations
Description: Records related to data collection and associated activities for population and agriculture censuses, household and business surveys.
Topics: Data collection.
Program Record Number: STC SOP 602

Business Register Division

Canadian Business Patterns
Description: Counts of Canadian business establishments.
Topics: Business demographics in terms of industry, geographic, employment size range and revenue size range.
Program Record Number: STC BUS 525

Geography Division

Geography
Description: Geographic frame database and documentation related to geographic boundaries and street networks; geographic attribute database and documentation related to geographic boundaries; cartographic map base and other products related to boundaries, collection, compilation and dissemination of data; spatial concepts and associated attributes of geographic areas; linkage files, concordance files and documentation related to standard geographies and postal code; custom area creation, geographic consultation and other services related to area selection, data retrieval and computer mapping.
Topics: Road networks (names, address ranges, block-faces, street indexes, representative points, feature types); geographic areas (provinces and territories, census divisions, census consolidated subdivisions, census subdivisions, census metropolitan areas, census agglomerations, census tracts, enumeration areas, designated places); postal codes (representative points); maps (enumeration area, census metropolitan area, census agglomeration, census tract, census division, census subdivision; geographic information systems); geographic concepts; automated cartography; automated delineation; population and area statistics (dissemination area, block; census metropolitan area and census agglomeration influenced zones, urban core, urban fringe, urban area, statistical area classification, federal electoral district, digital cartographic boundary file and thematic maps).
Program Record Number: STC GEO 520

Standards Division

Standards
Description: Records related to classification standards, variables, data sources and methods.
Topics: North American Industry Classification System (NAICS), concordances between different versions of Canadian, U.S. and international Standard Industrial Classifications;

Standard Classification of Goods (based upon the Harmonized Commodity Description and Coding System), concordances between the Standard Classification of Goods and other Canadian commodity classifications and industry classifications; North American Product Classification System (NAPCS); Standard Geographical Classification; National Occupational Classification for Statistics (NOC-S) and related concordances; Chart of Accounts: Financial Position and Performance; Classification of Instructional Programs; other standards covering many areas of social and economic statistics; Integrated Meta Database.
Program Record Number: STC STD 535

Tax Data Division

Taxation Data
Description: Records related to data from taxation records of individuals and businesses including not-for-profit agencies.
Topics: Access to T1, T2, T4, T4A, T3010, T1044, GIFI, GST and PD7 taxation data for statistical purposes.
Program Record Number: STC TAX 530

Informatics Technology Services Division

Communications Services
Description: Responsible for the planning, design, installation and maintenance (including redundancy) of the communications infrastructure in Statistics Canada and across the regional offices. The entire data communications network is managed as a corporate resource that comprises Network A and B environments. In addition, the section provides detailed specifications for communications equipment (network wiring topology, routers and switches) and operational supports for the infrastructure for Internet services and host web services. It also provides e-mail service for the Agency.
Topics: Electronic communications, local area networks, wide area networks, terminals.
Program Record Number: STC CLS 509

Computer Centre Operations Service
Description: This section is responsible for providing a secure environment for housing departmental computer systems. In addition to managing the Main Computer Centre facility and its security and environmental systems, the section is responsible for the operation of shared server and mainframe resources. It is also responsible for continuous monitoring of Agency infrastructure with

appropriate response to failures.
Topics: Computer support.
Program Record Number: STC CLS 512

Corporate Workstation Section
Description: The section is the designated support centre for the majority of the software products in the Agency's software toolbox, and as such, has the responsibility for providing expert advice to the Agency on a wide range of workstation products. The section is also responsible for the configuration and deployment of products in the standard desktop and other widely used software products. This mandate extends to the provision of support for client-server database products and SAS on the mainframe and various server platforms. The section uses Microsoft System Management software to automate the deployment of corporate licensed software products and upgrades. In addition, the section establishes a contract for the acquisition of standard microcomputers annually.
Topics: Microcomputers, printers, software support.
Program Record Number: STC CLS 508

Informatics Advisory Services
Description: The Informatics Advisory Services (IAS) provides a central contact for all Informatics Branch services. Clients contact the Help Desk for all inquiries and service calls relating to their informatics and data communication needs. IAS provides Statistics Canada employees with information on the division's products and services and assistance with IT-related problems. The section is responsible for the IT Help Desk and the Informatics Branch and divisional Web sites. Staff answers queries from clients, registers clients for divisional services and posts information on client and internal Web sites to keep the client community informed. This information is provided through service bulletins via the Informatics Web sites, e-mail messages, service alerts, and through the division's case management system.
Topics: Service, support.
Program Record Number: STC CLS 510

Informatics Security
Description: Provides IT security-related services to assist departmental clients meet their business needs. The unit assists users by providing central services such as security awareness sessions, threat and risk assessments, disaster recovery planning assistance, access control facility management, data communications security services and computer virus control services. The section also develops and implements

security policies and practices consistent with government-wide requirements and specific departmental requirements.
Topics: Security.
Program Record Number: STC CLS 511

Informatics Training

Description: The Informatics Training Section provides bureau-wide IT training services. It is the designated Training Centre at Statistics Canada for all supported software products including databases, programming languages and desktop products as well as for specialized training on system development methodologies, project management and best practices for delivery of IT systems and services. The mandate of this section is to research, design, manage and deliver courses aimed at both professional and business users of IT systems on a fee-for-service basis. The section also offers a training needs analysis program helping divisions identify their training requirements and to set up training plans.
Topics: Training.
Program Record Number: STC CLS 505

LAN Services

Description: The mandate of the LAN Services Section is to operate, manage and maintain the internal computing environment used by divisional staff to perform day-to-day activities. The section ensures that employee workstations are configured and deployed in a timely fashion, installs user software on workstations, and configures and maintains the computer equipment in the IT Training classrooms. The section provides a full suite of LAN administrative services to clients and supports the corporate WTS environments on both Networks A and B. The section is also developing targeted LAN related services such as a file and print service.
Topics: Computer support.
Program Record Number: STC CLS 506

Mainframe Computer Services

Description: The section is responsible for the provision of mainframe services to the Agency's client divisions. It installs, maintains, updates and supports the mainframe hardware and operating systems and provides technical expertise on the mainframe and related areas such as workload management, disk and tape storage, the UNIX mainframe service and mainframe communications services. The section also provides technical advice and information to clients on the proper use of mainframe services, as well as advice on troubleshooting and evaluation

of emerging products.
Topics: Computer support.
Program Record Number: STC CLS 517

Managed Storage/UNIX Services

Description: The Managed Storage/UNIX Services Section provides a comprehensive level of server support for UNIX services in the Agency. Managers are provided a full range of system support for UNIX, LINUX and VMS servers. The section also offers a variety of other cost-recovery services designed to assist clients in optimizing performance and availability and reliability of their data. The main managed storage services are: Enterprise Backup (a service that protects the intellectual property and corporate data of Statistics Canada, provides a consistent backup strategy and supports corporate business resumption planning) and Enterprise Storage Service (a service which provides Windows and UNIX server clients with an enterprise corporate storage environment).
Topics: Computer support.
Program Record Number: STC CLS 515

Performance and Accounting and Informatics Planning, Policy and Standards Development

Description: The section is responsible for the identification and recovery of costs of providing divisional services to clients. Business line managers in the division provide the section with information on client usage of services. Advertised rates applied to the data and billing information are then submitted to the division responsible for finances who provides reports to clients and managers. In addition, the section is responsible for coordinating the development of informatics policy and standards and preparing the five-year capital plan.
Topics: Capital plan, policy and standards.
Program Record Number: STC CLS 507

Regional Office/Intel Services

Description: The Regional Office/Intel Services Section provides the following services: full support in the areas of system software installation configuration and support, fault isolation and resolution, fault root cause analysis and virus protection. The section also offers a variety of other cost-recovery services designed to assist clients in optimizing the performance and reliability of their servers and availability of their data. The section also provides a Utility Computing service which offers clients a high performance, secure, reliable and cost-efficient virtual server environment in which to house development, test and production environments. This eliminates the

need for divisional tasks in the areas of acquisition, delivery, installation, testing, training and updating of hardware or operating systems.
Topics: Computer support.
Program Record Number: STC CLS 516

Technical Support Services
Description: The section is responsible for managing the maintenance contracts for all of Statistics Canada computers and peripherals (except the IBM mainframe). The section replaces broken computer components and maintains an inventory of spare parts. The section is also responsible for the installation and maintenance of the network plant including CAT5 cabling, fiber cabling, routers, hubs and switches. It also manages the wiring and switches for voice and data communications within headquarters.
Topics: Computer support.
Program Record Number: STC CLS 514

System Development Division

Documentation
Description: General descriptions of the external interface and internal operations of software developed by the division.
Topics: User guides, manuals, system specifications.
Program Record Number: STC ISD 495

Software
Description: Sets of instructions to enable a computer to perform a given task.
Topics: Application programs, utility programs, generalized programs.
Program Record Number: STC ISD 490

Business Survey Methods Division

Business Survey Methods
Description: Records relate to survey design, methodology, quality assurance, time series, and data analysis primarily for economic statistics programs that include sample surveys, censuses and the use of administrative records.
Topics: Planning of surveys; survey objectives, concepts and definitions; use of administrative data; total survey design; sample designs; sampling frames; stratification and allocation; questionnaire design; sample maintenance and rotation; data collection and processing; coding; quality control and quality assurance; treatment of nonresponse; edit and imputation; outlier detection and treatment: estimation; assessment of sampling and non-sampling errors; evaluation and redesign of surveys; methods for analysis of survey

data; record linkage; generalized methods and systems for various survey steps; re-engineering existing surveys; integrated survey design over a number of surveys; data integration; time series; Box-Jenkins forecasting models; linking of time series; calendarization; benchmarking and revision procedures; seasonal adjustment; survey methodology research.
Program Record Number: STC BSM 545

Household Survey Methods Division

Household Survey Methods
Description: Records relate to survey design, methodology, data quality and analysis primarily for the household and institutional statistics programs that include surveys, censuses and the use of administrative records.
Topics: Planning of surveys; survey objectives, concepts, definitions; total survey design; sample designs; sampling frames; questionnaire design; data collection and processing; coding; quality control and quality assurance; estimation; edit and imputation; outlier detection and treatment; benchmarking and revision procedures; assessment of data quality (sampling and non-sampling errors); small area estimation; evaluation and redesign of surveys; methods for analysis of survey data; record linkage; generalized methods and systems for various survey steps; integrated survey design over a number of surveys; data integration; evaluation and analysis of administrative data; survey methodology research.
Program Record Number: STC HSM 560

Small Area and Administrative Data Division

Administrative Data
Description: Records contain aggregated data primarily from the T1 income tax form; a sample (20%) longitudinal file.
Topics: Income data by source (individual and family); sub-provincial data (areas as small as postal walks); migration; income and demographic data (individual and family).
Program Record Number: STC SAD 550

Small Area Database
Description: The Small Area Database contains annual socio-economic and demographic data for sub-provincial areas. These data come from sources within and external to Statistics Canada. Custom tabulations of aggregated data from all databases can be obtained on a cost-recovery basis. Longitudinal data can be derived from the Longitudinal Administrative Databank on a cost-

recovery basis. Data are available for the 1982-2004 period for approximately 4.8 million people (both individual and family information).
Topics: Tax data, sub-provincial areas.
Program Record Number: STC SAD 555

Social Survey Methods Division

Methodology
Description: Records relate to survey design, methodology, data quality, analysis of social statistics programs that include surveys, censuses and the use of administrative records, and statistical consultation.
Topics: Planning of censuses and surveys; survey objectives, concepts and definitions; total survey design; sample designs; sampling frames; questionnaire design; data collection and processing; coding; quality control and quality assurance; estimation; edit and imputation; outlier detection and treatment; benchmarking and revision procedures; calibration of surveys with a common subject matter; assessment of data quality (sampling and non-sampling errors); evaluation and redesign of surveys; methods for the analysis of survey data; record linkage; generalized methods and systems for various survey steps; integrated survey design over a number of surveys; data integration; evaluation and analysis of administrative data; survey methodology research.
Program Record Number: STC SVM 540

Data Access and Control Services Division

Data Access
Description: Records relating to requests received under the Access to Information Act and the Privacy Act; requests from federal investigative bodies; agreements with other federal government departments, provincial governments, municipalities or other corporations for the joint collection or sharing of data; order prescribing forms; discretionary disclosure of information pursuant to the Statistics Act; and the administration within Statistics Canada of the Policy on Informing Survey Respondents, the Policy on Record Linkage, the Policy on Microdata Release, the Policy on the Security of Sensitive Statistical Information and the Policy on the Use of Deemed Employees.
Topics: Policies, acts, agreements, orders.
Program Record Number: STC DAC 615

Departmental Security
Description: Records relating to the administration of the security program for Statistics Canada. These include physical security of designated and classified information and other assets held within Statistics Canada; inspections and investigations of suspected breaches or violations of security; checks with investigative agencies as part of the personnel screening process; emergency and safety practices and security awareness.
Topics: Security, personnel screening, inspections.
Program Record Number: STC DAC 617

Internal Audit Division

Audits
Description: Records related to audit engagements and special studies.
Topics: Audits.
Program Record Number: STC PRG 645

Corporate Planning Division

Corporate Planning
Description: Records relating to the strategic analysis, coordination and secretariat functions in support of the Agency's long-term planning (LTP) process; development and coordination of the Agency's Parliamentary reports, including the Report on Plans and Priorities and the Departmental Performance Report; management of the Agency's Integrated Program Reporting process, including development and ongoing support and maintenance; analytical and strategic advice to senior management on central agency-driven initiatives and priorities that relate specifically to performance and planning, on field and corporate performance and planning issues; and advice to managers in the preparation of performance management plans.
Topics: Long-term planning, performance.
Program Record Number: STC CDP 702

Financial Management Operations and Systems Division

Financial Management Operations and Systems
Description: Records related to expenditure and revenue transactions and general accounting services.
Topics: Expenditures, revenues.
Program Record Number: STC FIN 635

Operational Planning and Programming Division

Operational Planning and Programming
Description: Records related to the development and implementation of operational and financial planning systems, policies, procedures and costing methodologies; current year work plans and associated budgets in both functional and program terms; objective corporate performance reporting for both expenditure and revenue activities; coordination of information required for decision-making and quality assessments by senior management; negotiation of resource levels with central agencies.
Topics: Policies, procedures, methodologies.
Program Record Number: STC OPP 620

Resource Management Division

Financial Policies and Systems
Description: Records related to the development, design, implementation and review of departmental policies, systems and procedures.
Topics: Policies, systems, procedures.
Program Record Number: STC FPS 630

Human Resources Operations Division

Employee Assistance Program
Description: Records related to the provision of confidential health assistance and advice to employees, and dissemination of information on various social agencies available to assist employees.
Topics: Assistance.
Program Record Number: STC HRO 611

Resourcing and Corporate Assignments Division

Corporate Assignments
Description: Records related to policies, guidelines and client information pertaining to the Corporate Assignments Program and the Aboriginal Recruitment and Development Program at Statistics Canada.
Topics: Career development, corporate assignments.
Program Record Number: STC RDD 709

Recruitment and Development
Description: Records related to policies, guidelines and client information pertaining to the management of recruitment, and training and development of CS, ES and SI recruits at Statistics Canada.

Topics: Recruitment, training.
Program Record Number: STC RDD 703

Staffing
Description: Records related to policies, regulations and guidelines pertaining to all staffing and recruitment at Statistics Canada.
Topics: Resourcing, staffing.
Program Record Number: STC RDD 710

Current Economic Analysis Division

Current Economic Analysis
Description: Records related to the production of Statistics Canada's flagship publication for economic statistics, the Canadian Economic Observer, and the production of the monthly composite leading index.
Topics: Publication, analysis.
Program Record Number: STC CEA 704

Unpaid Work Analysis Division

Unpaid Work Analysis
Description: Records relating to preparation of course materials, technical innovations and empirical analysis, related conceptual innovations, and databases pertaining to aspects of use-value production.
Topics: Analysis, use-value production.
Program Record Number: STC UWA 705

Balance of Payments Division

Balance of Payments
Description: Statistics are presented under two main accounts: the Current and the Capital and Financial Accounts. The Current Account records transactions in goods, services, investment income and current transfers. Services are made up of travel, transportation, commercial services and government services. Investment income comprises interest, dividends and direct investment profits, the latter broken down between dividends and reinvesting earnings, while current transfers cover migrants' funds, official and private contributions and withholding taxes. The Capital and Financial Accounts is composed of capital transfers, such as migrants' assets, transactions in/claims on, and liabilities to, non-residents of Canada. More detailed statistics are also available on Canada's monthly transactions in portfolio securities with non-residents and on Canada's annual transactions in services with non-residents.
Topics: Accounts, transactions, liabilities.
Program Record Number: STC IFE 260

International Investment Position

Description: Statistics are presented under International Assets, International Liabilities and Net International Investment Position. These data are presented according to six geographical areas with the following details: direct investment, portfolio investment in bonds, in stocks and in money market instruments and other investments. Direct investment series are further broken down by country and by industry. Portfolio series are further broken down by issuing Canadian sectors, such as federal government and provincial government.
Topics: Investment.
Program Record Number: STC IFE 261

Environment Accounts and Statistics Division

Environmental Information System

Description: The information is presented in three different integration frameworks. In the first one, the statistics are contained in a set of environmental accounts consistent with the rest of the System of National Accounts. These accounts provide monetary and/or physical estimates of the major components of natural capital, of natural resources used and waste generated by sector and industry, and of expenditure on environmental protection. In the second one, the statistics are classified as measuring either the pressure placed by human activities on environmental resources, the state of the environment, or the socio-economic response to environmental conditions. In the third one, the statistics are geographically referenced for presentation and aggregation in analytically relevant spatial units.
Topics: Population and environment, impact of economic activity on the environment (contaminants, waste, greenhouse gas emissions), sustainable development, state of the environment (air, water and soil quality), climate, harvesting and extraction of resources.
Program Record Number: STC ESP 291

Income and Expenditure Accounts Division

Financial Flows and Balance Sheets

Description: Records related to the production of the national financial flow and balance sheet accounts.
Topics: Estimates of borrowing, lending, financial transactions, assets and liabilities for sectors of the Canadian economy (persons, businesses, governments, non-residents) and their principal sub-sectors; detailed account of assets and liabilities by type of financial instrument (bonds, currency, consumer credit, bank loans and stocks).
Program Record Number: STC NAD 245

Income and Expenditure Accounts (Gross Domestic Product)

Description: Records related to the production of provincial and national accounts.
Topics: Estimates of final expenditures by category and types of incomes generated; detailed income and expenditure data for the four sectors of the economy (persons, businesses, government and non-residents); estimates of personal income, gross domestic product and their components, by province and territory.
Program Record Number: STC NAD 235

Labour Income

Description: Monthly data series of labour income on a raw and seasonally adjusted basis.
Topics: Wages and salaries, supplementary labour income, special payments, and work stoppages.
Program Record Number: STC NAD 078

National Accounts Data Development

Description: Records relate to research papers and consist of analysis of existing Statistics Canada data, their description, interpretation and explanation.
Topics: Inflation accounting, household work, retirement pensions, non-market production, production boundaries, underground economy, total consumption, satellite accounts, and concepts and definitions.
Program Record Number: STC NAD 230

National Tourism Indicators

Description: Records relate to the importance of tourism in Canada.
Topics: National estimates of tourism expenditures by category (transportation, accommodation, food and beverages, recreation and entertainment) and by origin of the demand (foreign travellers, Canadian tourists); estimates of employment generated by tourism activities.
Program Record Number: STC NAD 231

Non-profit Sector

Description: Records relate to the economic contribution of the non-profit sector in Canada.
Topics: Non-profit institutions, non-market activities, volunteer work, hospitals, universities, colleges.
Program Record Number: STC NAD 232

Industry Accounts Division

Gross Domestic Product by Industry
Description: Records related to industrial output.
Topics: Gross domestic product by industry, real output measures, value added, industry measures, real domestic product, index of industrial production, gross output by industry, provincial output.
Program Record Number: STC IMA 240

Input-Output Accounts
Description: Records related to the development and maintenance of national and provincial input-output tables (part of which are gross domestic product by industry) and structural models.
Topics: Annual data and records for current price Canadian input-output tables from 1961 to 2002, provincial data and inter-provincial trade flows for each province and territory for 1997-2002, documentation for a national input-output model and inter-provincial input-output models.
Program Record Number: STC INO 265

Public Institutions Division

Federal Government
Description: Records relating to the federal government, its enterprises, related boards and commissions.
Topics: Federal government and government enterprises; revenues and expenditures; assets, liabilities and debt position; employment, wages and salaries.
Program Record Number: STC PUI 220

Local Governments
Description: Records relating to municipal governments and related boards, as well as local school boards, hospitals and government business enterprises.
Topics: Local governments; revenues and expenditures; assets, liabilities and debt position; employment, wages and salaries.
Program Record Number: STC PUI 210

Provincial and Territorial Governments
Description: Records relating to provincial and territorial governments and their enterprises, boards, commissions and health and education institutions.
Topics: Provincial and territorial governments and government enterprises; revenues and expenditures; assets, liabilities and debt position; employment, wages and salaries.
Program Record Number: STC PUI 215

Census Management Office

Housing, Family and Social Statistics
Description: Records related to the production phases of the census.
Topics: Housing, language, ethnicity, education, religion.
Program Record Number: STC CMO 025

Census Operations Division

Census Operations
Description: Census records are maintained in four formats: microfilm copies of the original questionnaire (prior to 1991), paper format (1991 and 1996), electronic images of the original questionnaire (2001 and 2006) and machine-readable data stored in the census micro database (used in producing tabulations; from 1971 to 2006).
Topics: Tabulations of different types of variables can be obtained for various universes on the database: population and families – demographic characteristics (age, sex, marital status); ethno-cultural characteristics (age at immigration, citizenship, ethnic origin); language variables (home language, mother tongue, official language, knowledge of official language); schooling variables (highest level of schooling, major field of study, school attendance); labour force (class of worker, industry, occupation, place of work); family size (family composition); income (census family income, economic family income, income from each source and total income); households (household maintainer, type of household, household size, length of occupancy, mortgage or rent, condominium, household income); dwellings (condition of dwelling, structural type). Variables are available at various levels of geography across Canada. Information collected in the census varies somewhat from one census to the next.
Program Record Number: STC COP 015

1940 National Registration Records
Description: Statistics Canada maintains custody of the 1940 National Registration Records, information from a compulsory registration of all persons 16 years of age or older in the period 1940-1946.
Topics: Name, address, age, date of birth, marital status, dependents, country of birth (persons registered and parents only), year of immigration, nationality, racial origin, languages, education, general health, class of occupation, occupation or craft, employment status, work experience by type, mechanical or other abilities, latent skills, wartime

circumstances, previous military service.
Program Record Number: STC COP 020

Canadian Centre for Justice Statistics

Adult Criminal Courts
Description: Information on federal statute offences heard in adult criminal courts in Canada.
Topics: Types of offences, age and sex of accused, court decisions and dispositions at the jurisdictional level.
Program Record Number: STC CCJ 145

Correctional Services
Description: Information related to custodial and non-custodial adult and youth correctional services in each of the provincial, territorial and federal jurisdictions.
Topics: Caseload indicators, offender caseload and characteristics, and expenditure data for both provincial and federal correctional systems.
Program Record Number: STC CCJ 125

Court Personnel and Expenditures
Description: Information on the cost of the Canadian court system.
Topics: Aggregate person-year and operational expenditure information for all provinces and territories and for the federal jurisdiction.
Program Record Number: STC CCJ 130

Homicide
Description: Information related to murder, manslaughter and infanticide.
Topics: Characteristics of victims and accused, relationship between the accused and victim(s), and methods used to commit the homicide.
Program Record Number: STC CCJ 135

Legal Aid
Description: Information related to the delivery of legal aid in provincial and territorial jurisdictions.
Topics: Revenues, expenditures; personnel resources and caseload counts of each legal aid plan in Canada; information describing the organizational structure, eligibility criteria and coverage of each plan.
Program Record Number: STC CCJ 160

Maintenance Enforcement
Description: Information on child and spousal support payments. The information is collected from Maintenance Enforcement Programs. These programs, which exist in each province and territory, provide administrative assistance to recipients to help them collect their support payments.
Topics: Data include the caseload of the maintenance enforcement programs, sex and

median age of payors and recipients, number and median age of children affected, typical support amounts, compliance rates, and types of actions that programs have to initiate in order to enforce the cases.
Program Record Number: STC CCJ 126

Police Administration
Description: Information related to police personnel and expenditures in Canada.
Topics: Police personnel (police officers, special constables, civilians and other police personnel) and policing expenditures (salary and operations).
Program Record Number: STC CCJ 162

Prosecutions Personnel and Expenditures
Description: Information on administrative and operational activities within the prosecutorial community.
Topics: Various Crown Counsel systems in Canada, prosecutorial organization structures, personnel and expenditure data.
Program Record Number: STC CCJ 161

Transition Homes
Description: Information is collected from 525 facilities across Canada on the operation of transition homes, residents, annual admissions, as well as services to residents, ex-residents, and non-residents.
Topics: Type of facility, areas served, type of services provided, type of abuse suffered by the women and children, number of women and children residents, age, disabilities, number of repeat users, police intervention, relationship to the abuser, physical repairs and improvements, and revenues and expenditures.
Program Record Number: STC CCJ 164

Uniform Crime Reporting
Description: Information related to police-reported crime.
Topics: Available at national, provincial, census metropolitan area and local level: all Criminal Code offences, other federal statute (e.g., drugs) and traffic offences, police clearance rates, persons charged by adult/youth and by male/female; available for a sample of police agencies: age and sex of victims and accused, weapons, location of crime, accused-victim relationship and other variables.
Program Record Number: STC CCJ 140

Victim Services
Description: Information on the agencies that provide services to primary and secondary victims of crime, the clientele being served, and annual information from criminal injuries compensation/

financial benefit programs collected from approximately 500 agencies across Canada.

Topics: Type of agency, area served by agency, populations targeted for service, type of services provided, number and age of persons assisted, type of victimization, accessibility of agencies, number of victim impact statements, number of employees and volunteers, and revenue and expenditures.

Program Record Number: STC CCJ 142

Youth Courts

Description: Information related to young persons charged with federal statute offences who are dealt with in the youth courts of Canada.

Topics: Types of offence, age, sex, court decisions and dispositions on both national and jurisdictional levels.

Program Record Number: STC CCJ 155

Culture, Tourism and the Centre for Education Statistics

Adult Literacy and Life Skills Program

Description: Indicators of literacy and skills of adults in Canada.

Topics: This program consists of measuring adult literacy and skills of adults in several domains in an internationally comparable manner. The International Adult Literacy Survey (IALS) was first conducted in 1994-1995 in Canada (excluding the territories) and reported on prose, document, and quantitative literacy. Results for this survey are available for Canada and 21 other countries. A second adult literacy survey (ALL) was conducted in 2003 on a wider sample of respondents (23,000) in all of Canada. The skills measured were: prose literacy, document literacy, numeracy, and problem-solving skills. An indirect measure of information and communication technology (ICT) skills and access was included as well. Both surveys collected basic information on respondents such as demographics, parental background, labour force participation, participation in adult education and training, literacy practices at work and at home, ICT access, and income. The program also runs other surveys on adult literacy. One is a survey following up adults with low literacy levels who took part in the ALL survey; it measures their ability in specific important components to literacy acquisition (vocabulary, spelling, word, number and letter recognition, etc.). Another survey aims at measuring literacy skills of newly arrived adult immigrants in Canada using the same type of measurement tools.

Program Record Number: STC ECT 167

Cultural Activities of Canadians

Description: Demographic characteristics of people attending cultural events and participating in culture activities such as reading, going to the movies, visiting a museum, using the services of a library, attending a dance performance, listening to music, watching TV or taking a course in painting.

Topics: Age group, ethnic origin, province, education, household income, sex.

Program Record Number: STC ECT 195

Cultural Labour Force

Description: Records relating to the characteristics of people residing in Canada working in selected occupations and industries within the cultural sector. A one-time survey in 1994 targeted individuals working as artists, administrators, professionals and technicians in 14 areas: visual arts, crafts, design, literary arts, performing arts, film and video, broadcasting, cultural education, sound recording, book publishing, periodical publishing, heritage institutions, public libraries and other libraries.

Topics: Demographic data (age, sex, marital status, place of birth, ethnic origin, language, disabilities); work patterns (occupation, industry, number of jobs, class of worker, time worked, paid or unpaid, absences, some historical employment information); finances (total income, income from cultural work, government funding); education and training (formal and informal training, training needs); impact of technological change.

Program Record Number: STC ECT 192

Culture Activities: Performing Arts

Description: Records relating to characteristics of performing arts companies.

Topics: Revenue and expenditures, performances, attendance, touring, personnel, salaries.

Program Record Number: STC ECT 711

Culture Goods Trade

Description: The Culture Goods Trade database provides estimates of exports and imports of Canadian culture goods. Data are based on administrative records filed for customs purposes in both Canada and the United States. Examples of culture goods include books, magazines, newspapers, postcards, calendars, films, videos, digital videodiscs (DVDs), sheet music, compact discs (CDs), cassettes, paintings (original and reproductions), photographs, sculptures, ornaments and figurines, architectural plans, designs and drawings, advertising materials,

museum exhibits, coin and stamp collections, and antiques.

Topics: Value of international trade in culture goods by commodity, value of culture goods traded by regions within Canada.

Program Record Number: STC ECT 168

Culture Industries

Description: Records relating to characteristics of industries producing culture goods and services. The industries are book publishers and exclusive agents, periodical publishing, sound recording (producers and label companies), film (production, post-production, distribution, theatres and drive-ins).

Topics: Number and type of products; sales by origin of product, language of product, country of financial control of firm, and category of product; export sales; revenues and expenditures; employment statistics.

Program Record Number: STC ECT 190

Culture Services Trade

Description: The Culture Services Trade database provides estimates of exports and imports of Canadian culture services. Data are derived from Balance of Payments estimates of commercial services. Examples of culture services include copyright royalties, trademark royalties, film production and distribution, broadcasting, sound recording, performing arts, advertising and architecture services.

Topics: Value of international trade in culture services, by type of service and culture framework category, along with cross-tabulations for trade between Canada and selected countries.

Program Record Number: STC ECT 169

Culture Studies: Economic Impact Analysis

Description: Studies to measure the value of economic activity associated with culture industries. Measurement indicators consist of estimating the output contributions of culture industries to Canada's gross domestic product (GDP) and estimating the size and characteristics of the culture and non-culture labour force supporting businesses in the culture industries. Records relate to economic activities in the culture sector involving the creation, production, manufacturing and distribution of culture goods and services.

Topics: GDP by culture sub-sectors, culture labour force by class of worker (paid, self-employed), culture workers by labour force activity (employed, unemployed), rates and trends in culture employment data (unemployment rate,

participation rates, etc.), employment and GDP by economic activity (production, manufacturing, creation, distribution).

Program Record Number: STC ECT 171

Domestic Travel

Description: Records related to the Travel Survey of Residents of Canada (before 2005, this survey was called the Canadian Travel Survey) as well as the analysis and dissemination of its results. Since 1996, this survey has been conducted as a supplement to the Labour Force Survey.

Topics: Travellers' socio-demographic information (sex, marital status, age, education, class of worker, industry, occupation, household size); trip information (number of trips, origin, destination, visited area, distance, duration, mode of transportation, purpose, accommodation, activities during the trip, travel expenditures).

Program Record Number: STC ECT 200

Elementary and Secondary Education

Description: Records related to number and characteristics of teaching staff, enrolments, school institutions, minority and second language education; number of graduates and graduation rates; information relating to revenues and expenditures of governments and school boards.

Topics: Students, teachers, facilities, public schools, private schools, schools for the visually/hearing impaired, federal schools, overseas schools, enrolments, pre-primary enrolment, graduate, official language programs in education (French and English programs, education in the minority-language and immersion programs), education price index, financial information on school board revenues and expenditures.

Program Record Number: STC ECT 165

Elementary/Secondary Education Finance

Description: Financial information is obtained from a number of sources including provincial departments of education, federal departments providing funding to education (including both public and private schools). The purpose of this database is to provide to educational policy makers information to do financial and product planning and to provide government organizations with financial information to initiate policies and programs designed to meet social and economic demands.

Topics: Annual revenues and expenditures of elementary/secondary education by fund, source of revenue and item of expenditure.

Program Record Number: STC ECT 166

Government Expenditures on Culture

Description: Expenditures on culture by federal, provincial and municipal governments.

Topics: Operating expenditures (including separate categories of wages and salaries and purchase of other goods and services); capital expenditures, operating capital grants, contributions and transfers in the major cultural areas (libraries, museums, archives, parks, literary arts, performing arts, visual arts and crafts, film and video, broadcasting, sound recording, multiculturalism); employment.

Program Record Number: STC ECT 205

Heritage Institutions

Description: Records relating to characteristics of heritage institutions that acquire, preserve, hold and make accessible to the public objects, buildings and land areas of educational and cultural value. These institutions include museums, art galleries, archives, historic sites, nature parks, aquariums, zoos, planetariums, observatories, botanical gardens, and other related institutions.

Topics: Revenues, expenditures, physical facilities, personnel, attendance.

Program Record Number: STC ECT 185

Information Technology in Education Study

Description: The survey provides information about the level of integration of information and communication technologies (ICT) in elementary and secondary schools. More specifically, the survey provides data on three major aspects of ICT-related topics with regards to education: the introduction of so-called "emerging" pedagogical practices associated with the implementation of ICT in schools, the availability and use of technological equipment acquired by the schools in the wake of this implementation, as well as policies and practices that have been adopted by schools in order to help teachers to be better prepared as major changes occur in their tasks. Conducted in 1999 the survey was administered by Statistics Canada in collaboration with officials from education departments in the provinces and territories, except Ontario, where the survey was coordinated by the Education Quality Assessment Office. The databank includes information on 4,000 schools divided over three population stratums: schools with grade 5, grade 9 and grade 12 students. Data have been used to produce statistical tables that highlight provincial differences in relation to the integration of ICT in schools.

Topics: Elementary and secondary schools, information and communication technologies, emerging pedagogical practices, technological equipment, training of teachers.

Program Record Number: STC ECT 176

International Travel

Description: The International Travel Survey is designed to measure the volume and characteristics of travel by Canadian residents outside the country and by foreign visitors to Canada.

Topics: Port of entry, Canadian residents, non-residents, vehicles, country of residence, expenditures, length of stay, mode of transportation, purpose of trip, activities during trip, type of accommodation used, destinations, spending, source of funding, age.

Program Record Number: STC ECT 250

Pan-Canadian Education Indicators Program (PCEIP)

Description: An ongoing initiative to provide statistical indicators describing selected key areas of the education systems in all provinces and territories. The principal product of the program is Education Indicators in Canada, co-produced with the Council of Ministers of Education, Canada.

Topics: Population trends, children living in low-income, educational attainment, educators, enrolment, education finances, use of information and communications technologies in schools, results of pan-Canadian and international achievement and assessment tests, graduation rates, equity, labour market outcomes, transition of recent postsecondary graduates from education to work. Appendices in the report include a description of education in Canada, a listing of universities and colleges, the data sources used, a glossary and the full indicator set.

Program Record Number: STC ECT 177

Postsecondary Education

Description: Records related to enrolments and full-time teaching staff in community colleges trade/vocational institutions and universities, degrees or diplomas granted, tuition fees and living accommodation costs for university education, foreign student attendance at Canadian schools, private training providers, revenues and expenditures of governments, colleges and universities.

Topics: University students, community college students, trade/vocational students, apprentices, foreign students; trade school, college and university degrees, diplomas, certificates; university tuition fees and accommodation costs; university teachers, full-time community college teachers; continuing education; financing; estimated,

budgeted, and actual expenditures for educational institutions; student aid; federal government expenditures in support of education and training.
Program Record Number: STC ECT 170

Postsecondary Education Finance
Description: Financial information obtained from the administrative files of Canadian universities and other postsecondary institutions (e.g., community colleges and CEGEPs). Federal and provincial governments also provide information on expenditures on education and related activities such as student assistance, research and program administration activities. The purpose is to provide to educational institutions information to do financial and product planning, and to provide government organizations with financial information to initiate policies and programs designed to meet social and economic demands.
Topics: Annual revenues and expenditures of postsecondary educational institutions by fund and source of revenue, item of expenditure, tuition fees by faculty, expenditure on research by educational institutions and other organizations, and student assistance.
Program Record Number: STC ECT 175

Training and Continuing Education
Description: Information related to adult participation in education and training, types of training being taken, employer sponsorship of employee training, contribution of private training providers to continuing education.
Topics: Enrolment, programs, courses, characteristics of persons taking training, types of training providers, employer contribution, barriers to training, training intentions, government assistance.
Program Record Number: STC ECT 173

Income Statistics Division

Homeowner Repair and Renovation Survey
Description: An annual survey to provide data on housing repair and renovation expenditures in owner-occupied households. This survey was terminated following the release of the 2002 data because the content of the Survey of Household Spending was expanded to collect this survey's content.
Topics: Additions, renovations, replacements and new installations of fixtures and equipment, repairs and maintenance.
Program Record Number: STC HLD 051

Household Facilities and Equipment Survey
Description: This survey provided data on dwellings and their characteristics, on occupants of the dwellings and on the equipment at the disposal of the occupants. The records relate to the equipment and facilities available within individual households. In 1998, the Survey of Household Spending began collecting information collected by this survey.
Topics: Tenure, number of rooms and bedrooms per dwelling, size of household, cooking facilities, heating facilities, water supply, bathroom facilities, refrigerators, microwaves, washing machines, dryers, telephones, radios, television sets, VCRs, compact disc players, households with automobiles, home computers, computer modems, Internet use from home.
Program Record Number: STC HLD 050

Household Spending
Description: A dual program (Food Expenditure Survey and Survey of Household Spending) provides detailed expenditures covering the complete budgets of households in private dwellings. Programs cover selected calendar years, and have varied in scale and geographic coverage. Beginning with the 1997 reference year, the Survey of Household Spending (formerly the Survey of Family Expenditure) became an annual survey.
Topics: Household expenditures on food, shelter, household operations, household furnishings and equipment, clothing, transportation, etc. for specific subgroups of the population (by household income, household size, cities, etc.).
Program Record Number: STC HLD 045

Pensions
Description: Records related to the terms and conditions of registered pension plans (RPPs) and to the assets of trusteed pension funds in Canada. Also records describing the extent to which tax filers are saving for retirement through RPPs and/or RRSPs.
Topics: Number of employer pension plans and members, type of plan, contribution and benefit rates, amount contributed, income, expenditures and assets of all trusteed pension funds, retirement savings by tax filers through RPPs and/or RRSPs.
Program Record Number: STC HLD 065

Survey of Consumer Finances
Description: A survey designed to measure the distribution of income and its sources for Canadian families and individuals. The records relate to income and other indicators of economic well-

being of families and individuals. This survey was terminated in 1998 because its content was duplicated by the Survey of Labour and Income Dynamics.

Topics: Average incomes for individuals and families, female/male earning ratios, effect of government transfers and income taxes on family income, rates of low income and number of persons in low income.

Program Record Number: STC HLD 055

Survey of Financial Security

Description: This survey provides data on the assets and debts of families and unattached individuals and gives a complete picture of the net worth of Canadians (described as the amount of money Canadians would be left with if they sold all of their assets and paid off all debts).

Topics: Information includes the value of all major financial assets (RRSPs, RESPs, RRIFs, DPSPs, deposits, stocks, bonds, mutual funds, other financial assets), non-financial assets (principal residence, other real estate, vehicles, contents of residence, valuables, equity in business) and debts (amount owing on mortgages, vehicles, credit cards, lines of credit, student loans).

Program Record Number: STC HLD 047

Survey of Labour and Income Dynamics

Description: A longitudinal study designed to provide information on the determinants of change in the economic well-being of Canadian families and individuals. There are overlapping panels of 15,000 households with each panel retained for six years and a new panel introduced every three years.

Topics: Annual measures of labour market activity (employment, characteristics of jobs held during the year, unemployment); educational activity and attainment; income by source; demographic characteristics including age, sex, marital status, marital history, educational attainment; demographic events including migration, change in household composition, family formation and dissolution.

Program Record Number: STC HLD 038

Labour and Household Surveys Analysis Division

Labour and Household Surveys Analysis

Description: Records related to research and development work.

Topics: Research, analysis.

Program Record Number: STC LHS 060

Labour Statistics Division

Employment and Earnings

Description: The Survey of Employment, Payrolls and Hours (SEPH) is a monthly survey covering employers of all sizes and industry with the exception of agriculture, fishing and trapping, private households, religious organizations and defence services. The estimates are derived from a sample survey sent to employers and from administrative records (PD7) provided by the Canada Revenue Agency. Data are complied at detailed industrial levels (NAICS 2002) for Canada, the provinces and the territories. The reference period for SEPH is the pay period that includes the last seven days of the month. Monthly and annual SEPH data are available from 1991.

Topics: Employment; payrolls, average weekly earnings; average hourly earnings, average weekly hours and overtime. Selected variables are available by employee type: salaried employees (fixed salary), hourly paid employees and other employees (paid by commissions, piece rates, etc.).

Program Record Number: STC LAB 075

Employment Insurance

Description: Records related to employment insurance.

Topics: Benefits paid, weeks of benefit, average weekly benefits, claims received, claims allowed, disqualifications, and beneficiaries by personal characteristics (age, sex, occupation and insurable earnings); monthly and annual data for Canada, the provinces and territories.

Program Record Number: STC LAB 070

Labour Force Survey

Description: Records related to levels and trends in the composition, activities and characteristics of the Canadian labour force.

Topics: Actual and seasonally adjusted employment and unemployment data; demographic, industrial and occupational structure of the labour force; participation rate; multiple job holding; reasons for absence from work; wages; and union rates.

Program Record Number: STC LAB 035

Special Surveys Division

Special Surveys

Description: Records relate to the operations of the special surveys.

Topics: Surveys since 1990 include children and youth, youth in transition, immigrants to Canada, health promotion, travel, attitudes about

surveys, smoking habits, victimization, graduates of postsecondary programs, passenger car fuel consumption, volunteer workers, student finances, child care, adult education and training, literacy, drinking and driving, drugs and alcohol, work arrangements, government employee surveys, household energy use, value of wildlife, aging and independence.
Program Record Number: STC SSD 040

Demography Division

Demography
Description: Records related to research to population estimates and projections, and to demographic and demo-linguistic characteristics.
Topics: Population estimates, population projections, emigration, immigration, inter-provincial migration, post-censal estimates, family estimates, components of population growth (births, deaths, migration), demographic characteristics (age, sex, marital status), family characteristics, demo-linguistic characteristics (mother tongue, home language, language of work and knowledge of languages), current demographic analysis on the Canadian population.
Program Record Number: STC DEM 030

Social and Aboriginal Statistics Division

1991 Aboriginal Peoples Survey
Description: This post-censal survey was carried out following the 1991 Census of Population. It was conducted to collect data on the lifestyles and living conditions of Aboriginal people in Canada. Two separate questionnaires collected data for the adult (15 years and over) and child (under 15 years) Aboriginal populations.
Topics: Adults (identity, language and tradition, disability, health, lifestyle and social issues, mobility, schooling, work and related activities, expenditures and sources of income, housing); children (identity, language and tradition, health and disability, mobility, schooling, housing).
Program Record Number: STC HFS 122

2001 Aboriginal Peoples Survey
Description: This post-censal survey was carried out following the 2001 Census of Population. It was conducted to collect data on the lifestyles and living conditions of Aboriginal people in Canada. Four separate questionnaires collected data for the following populations: all Aboriginal adults (15 years and over), Aboriginal children and youth (under 15 years), Métis (adult population who self-identify as Métis and/or who have Métis

ancestry, and who do not live on-reserve or in Inuit communities) and Arctic (Aboriginal adult population residing in Inuit communities).
Topics: Adult (education, language, labour activity, income, health, communication technology, mobility, housing); children and youth (general health, health care utilization, activities of daily living and medical conditions, physical injuries, dental care, nutrition, education, social activities and relationships, language, child care arrangements, household data); Métis supplement (family background, household information, cultural background, health); Arctic supplement (household and harvesting activities, personal wellness, community wellness and social participation).
Program Record Number: STC HFS 028

Ethnic Diversity Survey
Description: The Ethnic Diversity Survey was developed to provide information on the ethnic and cultural backgrounds of people in Canada and how their backgrounds relate to their present lives.
Topics: Ethnic ancestry and identity, cultural groups, immigrants, place of birth, religion, family cultural backgrounds, official and non-official languages, discrimination, social engagement.
Program Record Number: STC HFS 029

General Social Survey
Description: The General Social Survey (GSS) is an annual household survey with two principal objectives: to monitor temporal changes in Canadian society and to provide information on current policy issues. Since 1985, the GSS has been recognized for its regular collection of cross-sectional data that allows trend analysis, and its capacity to test and develop new concepts that address emerging issues. Cycle 1 (1985) collected data on health and social support; Cycle 2 (1986) time use, social mobility and languages; Cycle 3 (1988) personal risk and victim services; Cycle 4 (1989) work and education; Cycle 5 (1990) family and friends; Cycle 6 (1991) health; Cycle 7 (1982) time use patterns; Cycle 8 (1993) personal risk (the risk of accidents and criminal victimization) and alcohol and drug use; Cycle 9 (1994) education, work and retirement; Cycle 10 (1995) family composition, marital and fertility histories; Cycle 11 (1996) social support including nature of help received and provided, and the dynamic between an individual's social network and help received and provided; Cycle 12 (1998) time use; Cycle 13 (1999) criminal victimization; Cycle 14 (2000) impact of technology, particularly computers and the Web site, on society; Cycle 15 (2001) family composition, fertility, marital

and employment history; Cycle 16 (2002) social support and aging including information on care provided to and received by seniors, retirement planning and retirement experiences; Cycle 17 (2003) social capital; Cycle 18 (2004) criminal victimization; Cycle 19 (2005) time use; and Cycle 20 (2006) young families.

Topics: Cycles 1 and 6: occupational and emotional health measures, job benefits, and old age and disability income; Cycles 2, 7, 12 and 19: time use including data on the daily activities of Canadians, unpaid work activities, cultural activities and participation in sports; Cycles 3, 8, 13 and 18: victimization including perceptions of crime, police and courts, crime prevention; crime incident reporting (Cycle 3 also covered accidents; Cycle 8 alcohol and drug use; Cycle 13 spousal violence and senior abuse; Cycle 18 fear of crime, criminal harassment and social disorder); Cycles 4 and 9: education, work and retirement (Cycle 9 focused more on quality of life after retirement and post-retirement activities and information on social origin and work interruptions); Cycles 5, 10 and 15: marital and fertility histories, fertility intentions (Cycle 10 covered family origins, home learning, joint-custody arrangements, values and attitudes towards areas of family life and work interruptions and environmental tobacco smoke); Cycles 11 and 16: social support provided and received for reasons of long-term disability or activity limitation, contact with family and friends, paid/unpaid work activities, health status, tobacco use (Cycle 16 focused on social support for seniors); Cycles 4, 9 and 14: impact of technology on society; computers in the workplace and general technology use (Cycle 14 also included volunteer work, development of computer skills, Internet non-users, e-mail and Internet use, children's use of computers and the Internet, security and privacy on the Internet); Cycle 17: social capital including civic participation, social networks and trust.
Program Record Number: STC HFS 027

Health and Activity Limitation Survey
Description: This post-censal survey was carried out following the 1986 and the 1991 Censuses of Population. It was conducted to collect data on the prevalence of disability in Canada and the impact of disability on the lives of Canadians with disabilities.
Topics: Presence, nature and severity of disability; use of technical aids and services; help required and received to perform daily activities; demographic, household, labour force, employment, education, transportation, residential

lifestyles and economic characteristics of persons with disabilities.
Program Record Number: STC HFS 110

Longitudinal Immigration Database
Description: The Longitudinal Immigration Database is a comprehensive source of data on the economic behaviour of the immigrant (tax filer) population in Canada and is the only source of data that provides a direct link between immigration policy levers and the economic performance of immigrants. The database is reviewed every five years to ensure its continuing relevance to immigration policy development.
Topics: Immigrants, tax data.
Program Record Number: STC HFS 524

Participation and Activity Limitation Survey
Description: This post-censal survey was carried out following the 2001 Census of Population. It was conducted to collect data on the prevalence of disability in Canada and the impact of disability on the life of Canadians with disabilities.
Topics: Presence, nature and severity of disability; use of technical aids and services; help required and received to perform daily activities; disability-related out-of-pocket expenses; demographic, household, labour force, employment, education, transportation, residential lifestyles and economic characteristics of persons with disabilities.
Program Record Number: STC HFS 707

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records and Information Management Systems

Budgets

Buildings

Buildings and Properties

Business Continuity Plans

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks

Health Statistics Division

Canada Health Survey
Description: This bank contains information obtained from the Canada Health Survey conducted by Health and Welfare Canada and Statistics Canada in 1978 and 1979. Information includes demographic data, health status, health consequence and risk factor information as well as anthropometric measurements and blood test analyses.
Class of Individuals: Individuals who responded to the survey.
Purpose: The purpose of this bank was to produce data relating to the health of Canadians, including alcohol and tobacco use, activity and fitness, seatbelt use, immune status, health problems and disability, emotional health, blood pressure, health services and medication. The data served as input to the planning of health care, health promotion and disease prevention by governments and others.

Consistent Uses: None.
Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC HLT 115
TBS Registration: 001852
Bank Number: STC PPU 075

Canadian Cancer Registry
Description: The Canadian Cancer Registry is a continuation of the National Cancer Incidence Reporting System (1969-1991). The information in this bank is provided annually by the ten provincial cancer registries and health authorities responsible for cancer registration in the Yukon, Nunavut and Northwest Territories. The information relates to each newly diagnosed case of primary cancer and includes the name of the person with cancer, socio-demographic characteristics of the person, and diagnostic information.
Class of Individuals: All individuals diagnosed as having primary cancer as reported to provincial cancer registries and territorial health authorities.
Purpose: The purpose of this bank is to produce person-oriented data on the incidence of new cases for primary sites of cancer reported to provincial and territorial cancer registries by site of tumour, age, sex and method of diagnosis. These data are to provide a large base of information for the study of variations in cancer incidence by personal characteristics and geographic region and to allow the monitoring of trends in cancer incidence over time.
Consistent Uses: The Canadian Cancer Registry is used as one of the input files in long-term medical follow-up studies. It supplies cancer-related information on individuals in particular study groups.
Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC HLT 095
TBS Registration: 001850
Bank Number: STC PPU 065

Canadian Community Health Survey
Description: This bank contains cross-sectional data from the Canadian Community Health Survey and the Health Services Access Survey. The information includes demographic data and indicators of health status, health care utilization and factors that influence health.
Class of Individuals: Individuals who responded to the survey.
Purpose: The purpose of this bank is to provide information on the health status of Canadians

from various areas of the country (136 health regions) and to provide information to better understand factors that influence health. The data are used by those in government and others interested in program planning and analysis in the areas of health care, health promotion and disease prevention.

Consistent Uses: Respondents are asked for permission to link information from provincial health files with the data collected in the survey, and when permission is granted, they are asked to provide their health number. Permission is also sought to share information collected in the survey with the provincial ministries of health and Health Canada, in accordance with the provisions of section 12 of the Statistics Act.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.
Related PR#: STC HLT 082
TBS Registration: 005335
Bank Number: STC PPU 066

Canadian Renal Failure Register

Description: The information in this bank was provided by reports from hospital dialysis and transplantation centres about all new patients starting treatment for chronic renal failure. Information includes the name of patient, socio-demographic characteristics of the patient, and diagnostic and treatment Information. This information was collected annually from 1981 to 1986.

Class of Individuals: Patients starting treatment for chronic renal failure.

Purpose: The purpose of this bank was to provide the number of cases under treatment and to produce data to be used in evaluating the efficiency of the treatment modes.

Consistent Uses: None.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.
Related PR#: STC HLT 095
TBS Registration: 001849
Bank Number: STC PPU 060

Client Request Archive Management System

Description: Records in the database contain information on clients who contact the Health Statistics Division for information. Information collected includes client name, contact information, agency, type of information requested, actions taken by staff to fulfill the request, products purchased and billing information.

Class of Individuals: All persons who contact the

division for information.

Purpose: Information is used to track the response to client requests, to determine information needs, and to improve the efficiency of administrative functions such as billing.

Consistent Uses: None.

Retention and Disposal Standards: Records are kept for a period of six years and then are destroyed.

RDA Number: 99/004
Related PR#: STC HLT 085
TBS Registration: 003999
Bank Number: STC PPU 079

Dental Hygienists Database

Description: This bank contains socio-economic and demographic data on licensed/qualified dental hygienists. Variables include highest level of education, school years and place of graduation, type of employer, percentage of time spent in dental hygiene activities and numerically coded place of residence and employment. The files are not identified by a name but by a national registration number. The last survey was completed in 1983.

Class of Individuals: Licensed or qualified dental hygienists between 1975 and 1981.

Purpose: The purpose of this bank was to produce statistical data on the socio- economic and demographic characteristics of dental hygienists qualified to practise and reside in Canada, and to provide information to manpower planning groups and other users as a source of data for analysis and special studies.

Consistent Uses: None.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.
Related PR#: STC HLT 080
TBS Registration: 001846
Bank Number: STC PPU 045

Hospital Morbidity

Description: This databank contains information obtained from hospitals in Canada on patients who have separated (discharges and deaths). The files are identified by a number assigned by the hospital, and contain demographic and medical information on the patient such as age, sex, diagnosis, surgical operations, length of stay, condition of discharge, residence of the patient.

Class of Individuals: Hospital inpatients in Canada.

Purpose: The purpose of this bank is to provide national hospital morbidity statistics, including number of patients separated from hospitals,

average length of stay, and causes of hospitalization.
Consistent Uses: None.
Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC HLT 080
TBS Registration: 001848
Bank Number: STC PPU 055

Long-term Medical Follow-up Study Files
Description: The Long-term Medical Follow-up Study files are comprised of information from the following sources: input study files (often from groups outside Statistics Canada), the Canadian Cancer Registry (created from STC PPU 065), the Canadian Mortality Database (created from the Vital Statistics Database, STC PPU 035) and the Canadian Birth Database (also created from the Vital Statistics Database, STC PPU 035) plus provincial files. The input study files contain records of individuals by employers, unions, health surveys or other research groups. These input files are then matched to the Canadian Cancer Registry to determine the cause of cancer, to the Canadian Mortality Database to provide information on date, cause and place of death, or to the Canadian Birth Database to provide birth and parental details. In addition, the outcome files may be matched (e.g., infant birth and death records). The input study files can contain several hundred or hundreds of thousands of records, depending on the size of the study group. Individual identifying information usually includes name, birth date, sex, birthplace and place of residence. The name of the individual's parents or spouse may also be included where this information is required to confirm the validity of a linkage. Methodological studies are carried out to support the design and evaluation of mortality cohort studies. Records containing aggregated data from various sources regarding the vital status of the individual are also used. The input study file and the file containing, for example, the death records to which the study file records were linked, are kept separately. An identification number is present on both files which can bring corresponding records together, if necessary. Files are password-protected and stored in the Statistics Canada tape library.
Class of Individuals: Records of individuals who form part of population groups identified by employers, unions, health surveys, or other research organizations as well as all individuals in the national files.

Purpose: Health statistics are used to describe the state of health of the Canadian people and the occurrence of illnesses. In particular, these files are primarily used to provide researchers with data they need to compare the rates and causes of death and/or cancer in groups exposed to different levels or types of chemicals, diet, medical treatment, x-rays, disease, etc. This in turn gives information needed by policy makers to set appropriate levels of exposure to toxic agents in occupational, environmental and medical settings. Risk factor concerns relating to child and maternal health, including socio-economic birth and mortality differentials, have also been investigated.
Consistent Uses: None.
Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC HLT 095
TBS Registration: 001860
Bank Number: STC PPU 076

Manitoba Medicare Records
Description: This bank contains medical and demographic information from the medical care insurance files of the province of Manitoba from 1984-1985 to 1988-1989. This information was obtained through formal arrangements with the province and was used for statistical purposes only.
Class of Individuals: Persons for whom a claim was submitted to the medical care insurance plan of Manitoba.
Purpose: To create and examine profiles of diseases in Canada from an epidemiologic perspective.
Consistent Uses: To achieve the purpose, it involved linkage of Hospital Morbidity Database files (STC PPU 055) and Canadian Mortality Database files (STC PPU 035).
Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC HLT 080
TBS Registration: 002673
Bank Number: STC PPU 056

National Population Health Survey (Household and Health Care Institutions Components)
Description: This bank contains cross-sectional and longitudinal data from the National Population Health Survey which has been conducted every two years since 1994-1995. The information includes demographic data and indicators of health status, health care utilization and factors that influence health.

Class of Individuals: Individuals who responded to the surveys.

Purpose: The purpose of this bank is to provide information to monitor the health status of Canadians and to provide information to better understand factors that influence health. The data are used by government and others interested in program planning and analysis in the areas of health care, health promotion and disease prevention.

Consistent Uses: Respondents are asked for permission to link information from provincial health files with the data collected in the survey, and when permission is granted, they are asked to provide their health number. Permission is sought to share information collected in the survey with the provincial ministries of health and Health Canada, in accordance with the provisions of section 12 of the Statistics Act.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC HLT 081

TBS Registration: 003305

Bank Number: STC PPU 077

Registered Nurses Database

Description: This bank contains annual socio-economic and demographic data obtained from provincial nurses' associations on registered nurses licensed to practise in Canada. The information includes basic and post-basic nursing education, year and location of graduation, activity status, type of employer, position and numerically coded location of residence and employment. The files are identified by a provincial registration number.

Class of Individuals: Registered nurses licensed to practise in Canada.

Purpose: The purpose of this bank is to produce data on nursing manpower to be used by planning groups and other users for analysis and special studies.

Consistent Uses: None.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC HLT 080

TBS Registration: 001847

Bank Number: STC PPU 050

Tuberculosis Database

Description: This database, provided by provincial and territorial offices of tuberculosis control, contains information on people with tuberculosis. The information includes socio-demographic

variables such as age, sex, aboriginal status and birthplace, and medical data such as type of tuberculosis, bacillary status and previous vaccination. The last year of data held by Statistics Canada is 1994.

Class of Individuals: The information relates to people with newly active and reactivated tuberculosis.

Purpose: This database contains information used for purposes of tuberculosis surveillance and control.

Consistent Uses: None.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC HLT 095

TBS Registration: 001851

Bank Number: STC PPU 070

Vital Statistics Database

Description: This bank has information obtained from the registration of births, marriages, deaths and stillbirths by registrars of vital statistics in each province and territory. The information on births relates to place of birth, particulars on parents (name, birth date, marital status of mother) and particulars of the child (surname and name). The information on stillbirths relates to particulars of the child, (place of birth, sex, weight) and particulars of parents (name, birth date, birthplace of parents). The marriage component of the database contains information on the bride and bridegroom (name, marital status, birth date), particulars of parents (name, birthplace) and on the date and place of marriage. Information on deaths relates to name of the deceased, date, place and cause of death. The social insurance number is not provided as a standard variable but may appear on records provided by some provinces and territories. The information has been obtained through formal arrangements with the provinces and is to be used for statistical purposes only. Statistics Canada, therefore, is unable to respond to requests for information contained in this bank, pursuant to section 19(1)(c) of the Privacy Act. Any individual wishing to obtain information relating to the registration of births, marriages or deaths should contact the appropriate provincial or territorial registrar.

Class of Individuals: All individuals who were either born in Canada or in the United States of Canadian citizens; individuals who married or died in Canada or a Canadian citizen who died in the United States or in another country.

Purpose: The purpose of the bank is to provide input into the production of national statistics on births, marriages and deaths for Canada, the provinces and territories. These data are also used in special studies relating to mortality, fertility and life expectancy. Vital statistics are the prime components used in intercensal population estimates.

Consistent Uses: The Canadian Mortality Database, which forms part of the Vital Statistics Database, is used as one of the input files in long-term medical follow-up studies. It provides information on date, place and cause of death for individuals in a particular study group (see Personal Information Bank STC PPU 076).

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC HLT 095

TBS Registration: 001844

Bank Number: STC PPU 035

Agriculture Division

Census of Agriculture Database

Description: This database contains information obtained from the Census of Agriculture on the characteristics of farms and farm operators and information relating to crops, livestock, poultry, machinery, farm operating expenses and receipts by type of farm. Information on assets, liabilities and investments is also available.

Class of Individuals: Individuals considered to be farm operators.

Purpose: This bank provides a base inventory of Canadian agriculture, input to the System of National Accounts and information for production, marketing and policy decisions.

Consistent Uses: Statistics Canada may release name and address information to other members of the national agricultural statistical system for statistical purposes if both the legal requirements imposed by the Statistics Act under section 17 and departmental list release policy guidelines are met.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC AGR 445 and AGR 450

TBS Registration: 001843

Bank Number: STC PPU 030

Dissemination Division

Corporate Sales Support System

Description: The Corporate Sales Support System contains billing and shipping information as well as a description of the product and/or service purchased by the client.

Class of Individuals: Individuals who have purchased catalogued publications or other products and services from Statistics Canada.

Purpose: The purpose of this bank is to administer the billing system for Statistics Canada products and services.

Consistent Uses: Billing and customer information is also used to provide information to improve the marketing of the Agency's products and services.

Retention and Disposal Standards: Records are kept for a period of six years and then are destroyed.

RDA Number: 99/004

Related PR#: STC DIS 603

TBS Registration: 003318

Bank Number: STC PPU 078

Client Services Division

Business Information Reporting System

Description: The Business Information Reporting System (BIRS) is a central repository which provides access to Statistics Canada product and client information. It includes transactional information from three main systems: the Corporate Sales Support System, E-commerce transaction log files and the Depository Services Program online system. Other sources, such as Client Contact Limitation File, provide value-added client flag information indicating those clients who do not want to receive promotional material or to be contacted by Statistics Canada for market research purposes. BIRS contains key client information such as organization name, contact name, full address, phone number, fax number and e-mail address.

Class of Individuals: Individuals who have purchased products and services from Statistics Canada as well as individuals/institutions who are eligible to receive a free hard copy of a product as part of the "free public good" distribution programs such as the Depository Services Program and the media.

Purpose: The purpose of BIRS is to answer marketing questions such as product destination, how many units were sold and distributed, the date of purchase and delivery and billing amount. Agency users can obtain complete client and sales data from one single system to meet query/report requirements.

Consistent Uses: Product and client information is also used to provide information to improve the marketing of the Agency's products and services.

Retention and Disposal Standards: Records are kept for a period of six years and then are destroyed.
RDA Number: 99/004
Related PR#: STC MAR 572
TBS Registration: 005334
Bank Number: STC PPU 155

Client Contact Limitation File

Description: The Client Contact Limitation File (CCLF) is a database that contains tombstone client information (name, address, phone, fax and e-mail addresses) as well as an indication if clients do not want to receive promotional material or to be contacted for Statistics Canada market research.
Class of Individuals: Individuals who have received promotions or are contacted by Statistics Canada regarding products or market research. These include existing Statistics Canada clients and potential clients.
Purpose: To maintain records of existing Statistics Canada clients and potential clients who have requested that the use of their contact information be restricted in accordance with Statistics Canada's Client Information Policy.
Consistent Uses: None.
Retention and Disposal Standards: Records are kept for a period of six years and then are destroyed.
RDA Number: 99/004
Related PR#: STC MAR 572
TBS Registration: 005104
Bank Number: STC PPU 153

Electronic Products HelpLine

Description: The Electronic Products HelpLine is a database which contains client information such as name, address, phone, fax, cell and e-mail address, company, license number, questionnaire identifier, billing information, operating system and preferred language of communication. The database keeps a record of every contact the HelpLine has with clients, from the initial query to problem resolution, including total time required to respond to the client. The database tracks the number of times the client contacts the HelpLine and categorizes each contact based on the product and type of query.
Class of Individuals: Individuals who purchased an electronic product from Statistics Canada who have technical or subject-matter related questions; respondents who are completing a Statistics Canada on-line survey supported by the HelpLine.
Purpose: The purpose of this database is to centralize information and provide a diagnostic tool for HelpLine staff to support clients in the use of Statistics Canada electronic products. The database is also used to facilitate monthly reporting and analysis of calls received based on client record and classification of the call.
Consistent Uses: The database is used by HelpLine staff as a reference and problem-solving tool.
Retention and Disposal Standards: Records are kept for a period of six years and then are destroyed.
RDA Number: 98/001
Related PR#: STC UAS 604
TBS Registration: 005333
Bank Number: STC PPU 154

Administrative Support Services Division

Personal Service Contract Bank

Description: This bank contains the contracts, an evaluation of the work performed by the contractor in some instances, and related correspondence. It may also contain the curricula vitae and social insurance numbers of individual contractors.
Class of Individuals: All individuals who have submitted a successful bid for a contract.
Purpose: The purpose of this database is to maintain a record of personal service contracts awarded.
Consistent Uses: None.
Retention and Disposal Standards: Contract files are kept for six years after completion of service and then are destroyed.
RDA Number: 99/004
Related PR#: STC ADM 635
TBS Registration: 001175
Bank Number: STC PPU 105

Survey Operations Division

Referrals to the Department of Justice re: Refusal to Complete Census of Population or Census of Agriculture Questionnaires

Description: The information held in this bank consists of correspondence between Statistics Canada/the Department of Justice and individuals who have refused to complete a Census of Population or Census of Agriculture questionnaire and the case has been referred to the Department of Justice for prosecution. The bank also contains information that enables an assessment of each case.
Class of Individuals: Individuals who have refused to complete a Census of Population or Census of Agriculture questionnaire and whose cases have been referred to the Department of

Justice for prosecution.
Purpose: The information in this bank is obtained in order to determine whether to pursue in a court of law those individuals who have refused to complete a Census of Population or Census of Agriculture questionnaire as required by the Statistics Act.
Consistent Uses: The original records are provided to the Department of Justice for prosecution purposes.
Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC SOP 602
TBS Registration: 002097
Bank Number: STC PPU 120

Small Area and Administrative Data Division

Longitudinal Administrative Data
Description: This database contains information relating to the income and demographics of a sample of individuals and their families. The information is derived from the T1 Family File. Data are for the years 1982 and onwards.
Class of Individuals: 20% sample of individuals identifiable on the T1FF.
Purpose: The dynamics of income, migration and marital status can be examined. Relationships of change can be examined, providing information about probable cause of some life events such as entering and exiting low income status. The files are used to produce aggregate data on the economic performance and demographic characteristics of the population over time. The information obtained from this file is essential to the development and evaluation of policies related to economic well-being. No identifiable microdata are released.
Consistent Uses: None.
Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC SAD 550
TBS Registration: 005004
Bank Number: STC PPU 112

T1 Family File (T1FF)
Description: The database contains information on all tax filers as well as their identifiable filing and non-filing family members (census family definition). The family formation is done through deterministic and probabilistic matching and imputation. The data are compiled from taxation files and supplemented with estimates of components of income and taxes not covered

in the federal taxation system (e.g., some provincial refundable tax credits, taxes for the province of Quebec).
Class of Individuals: Tax filers and non-filers.
Purpose: The objective of the development of this data source is to address the need for annual data for large and small areas, providing a social and economic profile of the population. This information is essential, particularly to governments and private organizations, to the process of developing and evaluating programs and policies related to financial well-being. No identifiable microdata are released.
Consistent Uses: None.
Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC SAD 550
TBS Registration: 005003
Bank Number: STC PPU 111

Social Survey Methods Division

Census of Population: Evaluation Program
Description: This bank contains information from post-censal studies to measure coverage and data quality and to evaluate the census enumeration of unoccupied dwellings and non-respondent households.
Class of Individuals: Individuals selected to participate in evaluation studies.
Purpose: The studies are part of the evaluation program for the Census of Population. The objective of the overcoverage studies is to measure gross overcoverage by estimating duplicate and erroneous census enumerations. The purpose of the Reverse Record Check Survey is to estimate gross undercoverage, i.e., the number and characteristics of persons and households missed by the census. The purpose of the Dwelling Classification Survey is to estimate the number of occupied private dwellings which were misclassified as vacant and to adjust the occupied dwelling counts of the census accordingly.
Consistent Uses: The Dwelling Classification Survey is conducted once each census to produce the adjustments noted above. The Reverse Record Check and overcoverage studies are conducted once each census to estimate coverage error in the census. These estimates are used as adjustments in the population estimates program conducted by the Demography Division.
The results are also used for evaluation of the census and in development of improved procedures for the subsequent census.

Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC COP 015
TBS Registration: 003015
Bank Number: STC PPU 008

Census Operations Division

1940 National Registration Records
Description: The records provide social and economic information on individuals as well as information on their skills.
Class of Individuals: All persons 16 years of age or older in the period 1940-1946 with the exception of those people who were, at the time of registration, members of the armed forces, a religious order, or confined to an institution.
Purpose: The information was originally obtained under the authority of the National Resources Mobilization Act, 1940, and the War Measures Act to permit the mobilization of all of the effective resources of the nation for the defence and security of Canada. The National Registration Regulations pursuant to this legislation gave custody of the records to Statistics Canada, then known as the Dominion Bureau of Statistics.
Consistent Uses: A program, the Census Pensions Searches Program, has been established to provide proof of age, place of residence, family relationships or length of residence in Canada from the 1940 National Registration Records. The service is normally provided in support of applications for pensions, citizenship, passports and similar situations where other administrative records are required but no longer exist or, as in a number of cases, were never issued. Searches are also conducted to provide third parties with information on individuals who were included in the 1940 National Registration. This information is typically requested for genealogical purposes and is made available only if proof is provided that the person about whom information is requested has been deceased for more than 20 years. A standard fee of $45 (plus GST and PST) is charged for each search undertaken, but the fee will be refunded if the search is not successful. Requests should be sent to the Census Microfilm and Pension Search Sub-unit, Census Operations Division, Statistics Canada, 150 Tunney's Pasture Driveway, Ottawa, Ontario, K1A 0T6.
Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC COP 020

TBS Registration: 001840
Bank Number: STC PPU 010

Census of Population: Census Test
Description: This bank contains information collected from surveys over the last five years used to test Census of Population questions. The records in this bank are organized geographically by test module and year. To retrieve a record from this bank, the precise address at the time of the test, the name of the test module and the year surveyed are required.
Class of Individuals: Individuals within households selected to participate in census test surveys.
Purpose: The surveys are part of the testing program for the Census of Population. The objectives are to determine whether new or revised questions proposed for the census can be easily understood and correctly answered and to assess public reaction to these questions by testing them on a small-scale basis.
Consistent Uses: None.
Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC COP 015
TBS Registration: 002096
Bank Number: STC PPU 007

Census of Population Questionnaires
Description: This bank contains information obtained from Censuses of Population taken since 1916. The records are identified by name and contain information on the social and economic characteristics of every person in the country. They are organized on a geographical basis and are held as microfilmed copies of the original questionnaire or digital images (2001 and 2006 Censuses). To retrieve a record from this databank, the precise address at the time of the census is required. Only the individual named in the record can have access to information it contains, or the legal representative of a minor, incompetent or a deceased person (for purposes of settling the affairs of the estate).
Class of Individuals: All individuals in Canada at the time of the census.
Purpose: The Census of Population is a national inventory of Canada's key socio-economic phenomena conducted at prescribed intervals by statutory requirement. The data are used for a wide range of purposes including the determination of economic and social policies, planning industrial development, and estimating needs for schools, roads and many other public services. Population

figures are used to determine federal electoral district boundaries and to calculate per capita grants to provinces and municipalities.

Consistent Uses: Statistics Canada has established a program called the Census Pensions Searches Program to provide proof of age or length of residence in Canada from historical census records. The service is normally provided in support of applications for pensions, citizenship, passports and similar situations where other administrative records are required but no longer exist or, as in a number of cases, were never issued. Census questionnaires may be used to draw samples for post-censal and other surveys addressing issues of current social concern, research purposes and studies that are part of the evaluation program for the Census of Population.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC COP 015

TBS Registration: 001839

Bank Number: STC PPU 005

Census Pension Searches Program

Description: This bank contains information relating to applicants to the Census Microfilm and Pension Search Sub-unit and to members of the applicant's family. Search reference information such as name, date of birth, place of birth, place of residence is provided by the applicant in order to undertake a search of historical census and 1940 National Registration records. Results of a successful search will be furnished in the form of a certified transcript of the information found in the original records.

Class of Individuals: Individuals who make an application under the program.

Purpose: The purpose of this bank is to provide the necessary personal information to undertake a search of historical census and the 1940 National Registration records in order to provide proof of age or length of residence in Canada. The service is normally provided in support of applications for pensions, citizenship, passports and similar situations where other administrative records are required but no longer exist or, as in a number of cases, were never issued.

Consistent Uses: None.

Retention and Disposal Standards: To be determined.

RDA Number: 98/001

Related PR#: STC COP 015

TBS Registration: 003117

Bank Number: STC PPU 012

Canadian Centre for Justice Statistics

Homicide Statistics

Description: This bank contains information obtained from police services on characteristics of homicide incidents, victims and accused persons. Detailed information includes the methods used to commit homicide (including firearm-related homicides), the accused-victim relationship (including spousal and other family-related homicides), gang and drug-related homicides and youth homicides.

Class of Individuals: Individuals who are victims of homicides and individuals who are accused of committing a homicide.

Purpose: The purpose of this bank is to provide information relating to the nature and extent of homicide in Canada and to describe the circumstances of homicide incidents, as well as the characteristics of victims and accused persons.

Consistent Uses: None.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC CCJ 135

TBS Registration: 001861

Bank Number: STC PPU 025

Culture, Tourism and the Centre for Education Statistics

Cultural Labour Force Survey

Description: This bank contains information relating to people residing in Canada working in selected occupations and industries within the cultural sector. The survey was conducted in 1994. The survey targeted individuals working as artists, administrators, professionals and technicians in 14 areas: visual arts, crafts, design, literary arts, performing arts, film and video, broadcasting, cultural education, sound recording, book publishing, periodical publishing, heritage institutions, public libraries and other libraries.

Class of Individuals: Artists, administrators, professionals and technicians working in selected areas of the cultural sector in Canada.

Purpose: The survey was conducted to provide information on the education, career activities, work patterns, financial status and demographics of artists and cultural workers. Human Resources Development Canada sponsored the survey to help in the development of training and employment programs that better meet the needs of the cultural sector in Canada.

Consistent Uses: None.

Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC ECT 192
TBS Registration: 003724
Bank Number: STC PPU 125

Elementary/Secondary Teacher Database
Description: This bank contains information relating to characteristics of individuals who form part of the educational staff employed full- or part-time in public elementary/ secondary schools for all provinces.
Class of Individuals: Educational staff in public elementary/secondary schools.
Purpose: The purpose of this bank is to produce statistical information relating to full-time instructional and administrative school staff at the elementary/secondary school levels according to gender, age, staff position, and employment status.
Consistent Uses: None.
Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC ECT 165
TBS Registration: 001853
Bank Number: STC PPU 080

National Apprenticed Trades Survey
Description: The bank contains information collected in the 1994 National Apprenticed Trades Survey relating to respondents' experience and background before the apprenticeship, the apprenticeship, content and certification, and the activities and work experience of respondents since they left the apprenticeship.
Class of Individuals: Individuals who completed or discontinued a registered apprenticeship program.
Purpose: The purpose of the survey was to examine the labour market experience of completers and discontinuers of a registered apprenticeship program two years after they left the program.
Consistent Uses: Statistics Canada entered into data-sharing agreements under section 12 of the Statistics Act with Human Resources Development Canada, the Canadian Labour Force Development Board and provincial ministries responsible for apprenticeship training. The information provided to these organizations does not contain personal identifiers and is used only for statistical purposes. Respondents were advised of these agreements and were given the opportunity to object to the sharing of their data.

Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC ECT 180
TBS Registration: 003341
Bank Number: STC PPU 103

**National Graduates Survey
and Follow-up of Graduates Survey**
Description: Surveys and follow-up surveys of graduates of public postsecondary education programs carried out in 1978, 1984, 1987, 1988, 1991, 1992, 1995, 1997, 2000 and 2002. The surveys were carried out using a sample of 1976 graduates (for the 1978 survey), 1982 graduates (for the 1984 and 1987 surveys) 1986 graduates (for the 1988 and 1991 surveys), 1990 graduates (for the 1992 and 1995 surveys) and 1995 graduates (for the 1997 and 2000 surveys) and 2000 graduates (for the 2002 survey). Information obtained from the institutions include a student's name, address, telephone number, level of education and field of study. Information collected in the survey include the extent of work experience before graduation and occupations and industries for jobs held two years (in the initial National Graduates Survey) and five years (in the subsequent follow-up survey) after graduation. Also collected were details of further studies since graduation and general socio-demographic information (age, marital status, sex, language). In 1999, Statistics Canada also surveyed the graduates from the class of 1995 who had moved to the United States. These graduates were asked the same kind of questions on the 1997 National Graduates Survey as well as questions as to why they had moved to the United States.
Class of Individuals: Graduates from trade-vocational, college and university programs in 1976, 1982, 1986, 1990, 1995 and 2000.
Purpose: To produce statistical information for monitoring graduates' transition from school to work and their success in finding work related to their fields of study. The information assists students and guidance counsellors to help choose appropriate fields of study and education planners to organize courses and programs of study. It is also used by analysts to develop projection models of supply and demand of manpower by occupation. Other purposes include the evaluations of the extent to which graduates succeed in finding jobs related to their fields of study and the extent to which retraining leads to career changes.
Consistent Uses: None.

Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC ECT 170
TBS Registration: 001858
Bank Number: STC PPU 100

National Longitudinal Survey of Children: Educational Questionnaires

Description: This bank contains longitudinal data on the educational development of a series of age-segmented cohorts of children collected in connection with the National Longitudinal Survey of Children. As such, it represents a subset of a much larger bank of longitudinal information on child development. The data have been transferred to the National Longitudinal Survey of Children and Youth personal information bank (refer to Bank Number STC PPU 014). The cohorts covered in the educational database are followed at two year intervals. Each cohort will be followed until the children within the cohort reach adulthood. Data in the education file have been collected from the children's teachers and principals, and from standardized tests of achievement. Information in the database covers variables on the child, the child's classroom, and the child's school. At the level of the child, variables represent the child's current grade, educational history, academic achievement, language of instruction, received instruction, attendance in special education classes, social skills, and behaviour, along with information on parents' involvement in the child's education. At the level of the classroom, information is available on class size and composition, material resources, instructional techniques, emphasis on academic achievement and the teacher's perceptions of his/her teaching efficacy. At the level of the school, variables include academic streaming, characteristics of the student body, disciplinary problems, parental involvement with the school, available human and material resources, and the social climate of the school. In addition, information is available on the responding teacher's and principal's demographic and educational background.
Class of Individuals: Age segmented cohorts (4-5 years, 6-7 years, 8-9 years, 10-11 years) of children enrolled in junior kindergarten to grade 6.
Purpose: To determine the factors which place or prevent children from becoming at risk for educational failure. The data will allow a wide variety of academic and policy-oriented researchers to determine the impact that education has on a wide variety of developmental outcomes such as children's future health, social development, and educational attainment.
Consistent Uses: Statistics Canada entered into a data-sharing agreement under section 12 of the Statistics Act with Human Resources Development Canada (now Human Resources and Social Development Canada). The information provided to the department does not contain personal identifiers and is used only for statistical purposes. Persons responding to questions were given the right to refuse to share their data.
Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC ECT 180
TBS Registration: 003725
Bank Number: STC PPU 130

Postsecondary Student Database

Description: The information in this bank is obtained from the administrative files of Canadian universities and other postsecondary institutions (community colleges, CEGEPs). It includes demographic data and information relating to the individual's activities as a student, such as qualification sought, discipline of specialization, and previous educational activity. There are no names in this databank. Consequently, for retrieval purposes, it is necessary to use the number assigned to the individual by the institution and the year(s) the individual studied at the institution.
Class of Individuals: Full-time and part-time students in Canadian postsecondary institutions.
Purpose: The purpose of this bank is to produce statistical information on students by province, institution, program and sex.
Consistent Uses: None.
Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC ECT 170
TBS Registration: 001855
Bank Number: STC PPU 090

Postsecondary Student Survey

Description: The survey population for the Postsecondary Student Survey, conducted in 1975 and 1984, was provided by the registrars of postsecondary institutions. It included the name, address, telephone number and registration characteristics of all students registered in a regular credit course during the fall term of 1974-1975 and 1983-1984. The survey sought information relating to current education, other education and employment of the respondent as well as background characteristics. It also

collected information on how respondents financed their education.

Class of Individuals: Students registered for credit courses in Canadian universities and community colleges or equivalent institutions at the time of the survey.

Purpose: The purpose of the Post-secondary Student Survey was to provide comprehensive data on those who attended postsecondary institutions in Canada, their fields and levels of study, and how they financed their postsecondary education. The data provided a basis for the analysis of such issues as accessibility to postsecondary education in Canada.

Consistent Uses: None.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC ECT 170

TBS Registration: 001859

Bank Number: STC PPU 095

Postsecondary Teacher Database

Description: This bank contains information relating to salary, qualifications, age, sex, immigration status, citizenship and discipline taught. There are no names in this databank. Consequently, for retrieval purposes, it is necessary to use the number assigned to the individual by the institution as well as the name of the institution and the year(s) the individual taught at that institution.

Class of Individuals: All educational staff employed on a full-time basis in universities and other post secondary institutions for all provinces.

Purpose: The purpose of this bank is to produce statistical information relating to the population and salaries of full-time teachers, broken down into three distinct sections: salaries, age and qualification characteristics, and social and other characteristics.

Consistent Uses: None.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC ECT 170

TBS Registration: 001854

Bank Number: STC PPU 085

Registered Apprenticeship Information System

Description: Provincial and territorial departments responsible for apprenticeship training provide information annually to Statistics Canada on the number of apprentices registered and the number of certificates given by trade in each jurisdiction. Information has been collected since 1991. The records are identified by the registered apprenticeship number assigned by the province/territory and include the date of birth, gender and the trade in which the person is registered.

Class of Individuals: Persons taking apprenticeship training in a trade and registered with the province or territory.

Purpose: To provide statistical information on apprenticeship programs in Canada.

Consistent Uses: None.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC ECT 170

TBS Registration: 005069

Bank Number: STC PPU 083

School Leavers Survey
and School Leavers Follow-up Survey

Description: The 1991 School Leavers Survey covered such topics as respondent socio-economic profiles, school performances, lifestyles, health, literacy and labour market activities. For dropouts, additional topics include reasons for leaving, intentions on returning, labour market activities before/after leaving and other types of training/education received since leaving. The same individuals were re-interviewed four years later in the School Leavers Follow-up Survey collecting information on the school-work transition.

Class of Individuals: Individuals who at the time of the survey were 18 to 20 years old and had completed secondary school, dropped out or were still in the educational system.

Purpose: The purpose of the surveys is to develop comparative profiles of three groups of secondary school attendees: those who successfully completed school, those still in the education system and those who "dropped out". The survey results allowed analysts to better understand the relationship between the leavers, their backgrounds and their subsequent labour market experiences.

Consistent Uses: Statistics Canada entered into data-sharing agreements under section 12 of the Statistics Act with Employment and Immigration Canada and with provincial ministries of education, manpower and labour. The information provided to these departments does not contain personal identifiers and is used only for statistical purposes. Respondents were advised of these agreements and were given the opportunity to object to the sharing of their data.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.
Related PR#: STC ECT 165
TBS Registration: 003013
Bank Number: STC PPU 093

Survey of Doctoral Degree Recipients
Description: This survey collected information on selected socio-economic characteristics of doctoral degree recipients in Canada, their educational background and work experience, and their career expectations. The survey began in 1981 and was discontinued in 1986.
Class of Individuals: Recipients of a doctoral degree from a Canadian university.
Purpose: The purpose of this survey was to produce statistical information used by the granting councils to study trends in post-graduate education with respect to the utilization of their funds, the employment pattern for graduates in the programs, the socio-demographic characteristics of the graduates, and to undertake a cost analysis of the programs.
Consistent Uses: Statistics Canada entered into data-sharing agreements under section 12 of the Statistics Act with selected organizations. Respondents were advised of these agreements and were given the opportunity to object to the sharing of their data.
Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC ECT 170
TBS Registration: 002436
Bank Number: STC PPU 097

Income Statistics Division
Survey of Financial Security
Description: Conducted every six or seven years, the Survey of Financial Security collects information from a sample of Canadian households on assets and debts.
Class of Individuals: Persons in private households.
Purpose: The purpose of this bank is for operational reasons. Personal information such as name, address and telephone number are used to contact individuals for data collection. For those who consent, this information is also used to obtain information from income tax files for the purposes of the income content of the survey.
Consistent Uses: None.
Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC HLD 047

TBS Registration: 004252
Bank Number: STC PPU 151

Survey of Labour and Income Dynamics
Description: Conducted since 1993, the Survey of Labour and Income Dynamics is a longitudinal study that provides data on the demographic, income, family and labour market characteristics of Canadians. Respondents are contacted annually for a period of six years.
Class of Individuals: Persons in private households.
Purpose: The purpose of this bank is for operational reasons. Personal information such as name, address and telephone number are used to contact individuals for data collection. For those who consent, this information is also used to obtain information from income tax files for the purposes of the income content of the survey.
Consistent Uses: None.
Retention and Disposal Standards: To be determined.
RDA Number: To be established.
Related PR#: STC HLD 038
TBS Registration: 003301
Bank Number: STC PPU 017

Labour Statistics Division

Labour Force Survey
Description: The Labour Force Survey is a monthly survey conducted on a sample of approximately 53,000 households. The records are identified by name and carry information on the family composition, activities and characteristics of individuals in the Labour Force Survey sample. Data content includes the demographic profile of the respondent, employment profile, such as name of employer, hours of work, and tenure. For those without work, information is available on work history, job search activities, and type of work sought. Data are also available on the educational pursuits of the respondent. Information relating to an individual cannot be retrieved based on name alone. The requester must provide the month(s) and year surveyed and the precise address at the time of the survey. There are also a number of special surveys that are conducted as supplements to the Labour Force Survey. To retrieve a record, the requester must provide the subject of the special survey, the year the survey was conducted, and the precise address at the time of the survey.
Class of Individuals: Individuals in private households.
Purpose: The main purpose of the bank is to produce employment and unemployment figures.

The data also enable a wide variety of additional information to be derived on the characteristics of the Canadian labour force and on the population age 15 and over.

Consistent Uses: None.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC LAB 035

TBS Registration: 001841

Bank Number: STC PPU 015

Workplace and Employee Survey

Description: The Workplace and Employee Survey (WES) is a longitudinal business survey designed to provide current information of events occurring in firms, their evolution over time, and the link between these developments and practices with worker outcomes. WES is in its sixth year of production and collects information from about 8,000 employers and 25,000 employees. The employer questionnaire covers workforce characteristics, hirings and separations, compensation and human resource practices, training, technology use, business strategy and innovation. The employee questionnaire covers job activities, promotions, hours, earnings, training, use of computers and other technologies, education and family characteristics.

Class of Individuals: Paid workers who receive a T4 from their current employer.

Purpose: The survey supports research and policy development with respect to labour adjustment programs, workplace practices, social programs and education. The workplace, which is the salient unit of observation in the evolution of a knowledge-based economy, can provide the types of insight business planners and policy makers need to better understand how the demand and supply sides of the labour market, productivity and micro-economic factors influence global competitiveness.

Consistent Uses: None.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC LAB 075

TBS Registration: 003899

Bank Number: STC PPU 140

Special Surveys Division

Community Employment Innovation Project

Description: The bank includes a detailed account of labour market experiences. As well, respondents are asked to provide information on topics such as health and well-being, volunteer activities, education and skills and social network. To alleviate response burden and increase data quality, with the written consent of the individual, detailed information on income and profile of receipt of employment insurance and/or income assistance is obtained from administrative sources. The databank also includes administrative details on project participation. Survey data will be collected over a five-year period, data from administrative sources for up to nine years.

Class of Individuals: Individuals receiving employment insurance or income assistance benefits in industrial Cape Breton.

Purpose: The Community Employment Innovation Project explores a new way to support employment for people receiving social assistance and employment insurance. The research experiment is sponsored by Human Resources and Social Development Canada. The Social Research and Demonstration Corporation (SRDC) has overall responsibility for project design and coordination and research. Data collection activities are carried out on a voluntary basis. The purpose of the research is to determine if interventions have a positive impact on labour market outcomes (employment rate, earnings, lower rates of participation in employment insurance and income assistance programs) and the health and well-being of those participating.

Consistent Uses: Informed consent is obtained from participants to obtain personal information from administrative sources and to give Statistics Canada permission to undertake linkages. As well, written consent is obtained for the release of research files to SRDC.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC SSD 040

TBS Registration: 005084

Bank Number: STC PPU 121

Longitudinal Survey of Immigrants to Canada

Description: The Longitudinal Survey of Immigrants to Canada (LSIC) was designed to study how recent immigrants adjust to living in Canada which assists organizations such as Citizenship and Immigration Canada to determine how to facilitate the integration of new immigrants. The survey was longitudinal, with recent immigrants being interviewed at approximately six months, two years, and four years after landing in Canada. Approximately 20,300 recent immigrants from across Canada were selected.

Class of Individuals: Immigrants aged 15 years and over who arrived from abroad between October 2000 and September 2001.

Purpose: The survey was designed to improve the understanding of how immigrants adjust to life in Canada. Survey results will shed light on the association between the socio-economic background of immigrants and their adjustment to life in Canada. It will also help identify barriers newcomers to Canada face during their initial integration and what type of help, if any, is useful.

Consistent Uses: Respondents were asked to sign a consent form (distributed through the Canadian Missions Abroad) to allow Statistics Canada to link to administrative files for the purposes of tracing.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC SSD 040

TBS Registration: 005005

Bank Number: STC PPU 018

National Longitudinal Survey of Children and Youth

Description: The National Longitudinal Survey of Children and Youth collects data on a sample of children across Canada every two years. The survey was initiated in November/December 1994. Information on over 23,000 children was collected during this first collection. Up to two children in each household were chosen from the initial sample to participate in the longitudinal portion of the survey. It is the intention to follow these children until they are 25 years of age. Interviews were conducted with the most knowledgeable person in the household about these children, usually their mother. Children who were 10 and 11 years of age in this first collection were asked to complete a questionnaire themselves. Information was also collected from the child's teacher and principal, with the consent of the parent. The original sample, reduced for budgetary reasons and through attrition, was about 10,900 after the sixth cycle.

Class of Individuals: Children aged 0 to 11 in 1994-1995. For Cycles 2, 3, 4 and 5, a new sample of children aged 0-1 at the time of collection was added and followed in two subsequent cycles. As well, a cross-sectional sample of 5-year-olds was chosen to top-up Cycles 3 and 4 and a sample of 0 to 5-year-olds was chosen to top-up Cycle 6. In addition, a sample of kindergarten children has been selected periodically in a small number of communities

as part of a related project. One community was covered in 1999, five in 2000 and seven in 2001. A follow-up survey of the 2001 communities was done in 2005.

Purpose: The primary objectives of the survey are to determine the prevalence of various biological, social and economic characteristics and risk factors in Canadian children and youth, to monitor the impact of such factors, life events and protective factors on these children's development. This will provide information to policy and program officers for use in developing effective policies and strategies to help children to live healthy, active and rewarding lives.

Consistent Uses: Statistics Canada has entered into a data-sharing agreement under section 12 of the Statistics Act with Human Resources Development Canada (now called Human Resources and Social Development Canada). The information does not contain personal identifiers and is used only for statistical purposes. Persons responding to questions were given the right to refuse to share their information.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC SSD 040

TBS Registration: 003635

Bank Number: STC PPU 014

Second Follow-up to the Ontario Child Health Study

Description: The Ontario Child Health Study (OCHS) is a longitudinal survey designed to evaluate the impact of early childhood on later adult health, quality of life and role functioning. In 1983 Statistics Canada, in conjunction with McMaster University, first collected information on a group of 3,294 Ontario children living in 1,869 families. Information was gathered on any children in the household between the ages of 4 and 16. Interviews were conducted with one of the parents of the child(ren), and the children themselves completed a self-complete questionnaire if they were 12 years of age or older. In addition, information on these children was collected from the children's teacher. A follow-up of respondents to the 1983 study was conducted in 1987. The second follow-up of the Ontario Child Health Study in 2000 and 2001 went back to these children, who were at the time between the ages of 21 and 33, in order to collect further information about them, their spouse/partner (if applicable) and any children they had. Respondents and their spouse/partners both completed questionnaires.

Class of Individuals: Children aged 4 to 16 in 1983; 8 to 20 in 1987; and 21 to 33 in 2000-2001.

Purpose: The objective of the Second Follow-up to the Ontario Child Health Study is to link early childhood/adolescent experiences with early adult life, especially with respect to how well the respondent is performing in three major roles (worker, parent and partner), and how satisfied they are in these roles. This second follow-up of the OCHS, along with the previous studies, will provide useful information for addressing many public health and developmental questions of interest to health researchers.

Consistent Uses: Statistics Canada has entered into a data-sharing agreement under section 12 of the Statistics Act with McMaster University. The information provided to McMaster University does not contain personal identifiers and is used only for statistical purposes. Persons responding to questions were given the right to refuse to share their information.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC SSD 040

TBS Registration: 005006

Bank Number: STC PPU 019

Self-Sufficiency Project

Description: This bank contains information on the selected recipients' marital status, labour market participation, education and training, child care requirements, and family and parenting concerns. Several interviews were conducted, one at the beginning of the program, and up to four follow-up interviews, the last taking place 72 months after the first for some participants. In addition to collecting a wide array of information about the selected participant, a follow-up survey gathered additional information on up to two children between the ages of 4 and 18 in each household. Depending on the age of the children, they were asked to complete a vocabulary test, a math test or a literacy skill assessment. Children between the ages of 10 and 18 were also asked to answer a self-complete questionnaire.

Class of Individuals: Income assistance recipients in New Brunswick and British Columbia.

Purpose: The Self-Sufficiency Project is a multi-year research demonstration designed to test the effectiveness of an earnings supplement to income assistance recipients who take jobs and agree to leave public assistance. Statistics Canada is responsible for data collection and creating analysis files for the study.

Consistent Uses: Respondents were asked to sign a consent form to allow Statistics Canada to link a variety of data sources, including administrative files held by the Canada Revenue Agency, Human Resources Development Canada and the provincial income assistance ministries. Respondents were asked for authorization to share this information with the research firm administering the project and affiliated researchers.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC SSD 040

TBS Registration: 003214

Bank Number: STC PPU 026

Special Surveys

Description: This bank contains data obtained from ad hoc surveys which do not form part of the regular survey-taking activity of the Agency. They cover a variety of socio-economic topics including health, housing, labour market, education and literacy, as well as demographic data. The information may include names, social insurance numbers, addresses or telephone numbers.

Class of Individuals: Individuals selected to participate in the special surveys.

Purpose: The data are used by sponsoring agencies or Statistics Canada to either evaluate or benchmark existing socio-economic programs or to develop such programs. The data collected may be one-time or a series of point-in-time measures.

Consistent Uses: Depending on the individual survey, data may be shared with other federal and provincial government departments and other incorporated bodies if Statistics Canada has entered into a data-sharing agreement under section 12 of the Statistics Act.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC SSD 040

TBS Registration: 002189

Bank Number: STC PPU 016

Youth in Transition Survey

Description: The longitudinal Youth in Transition Survey collects data on a sample of youth across Canada every two years. The survey was initiated in January and May 2000. Information on over 52,000 youth from two age cohorts (15-year-olds and 18- to 20-year-olds) was collected during the first collection. For the 15-year-olds, information was also collected from their parents.

Class of Individuals: Youth born in 1979, 1980, 1981 and 1984.

Purpose: The primary objective of the survey is to provide policy-relevant information about school-work transitions and factors influencing education, training and work.

Consistent Uses: Statistics Canada has entered into a data-sharing agreement under section 12 of the Statistics Act with Human Resources Development Canada (now called Human Resources and Social Development Canada). The information provided to this department does not contain personal identifiers and is used only for statistical purposes. Persons responding to questions were given the right to refuse to share their information.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC SSD 040

TBS Registration: 75146

Bank Number: STC PPU 150

Social and Aboriginal Statistics Division

Longitudinal Immigration Database

Description: The Longitudinal Immigration Database (IMDB) is a file combining linked immigration and taxation records. It is updated annually and covers immigrant tax-filers for 16 years. The IMDB brings together landing information from Citizenship and Immigration Canada's Field Operations Support System (FOSS) with taxation data from the Canada Revenue Agency (from the T1 personal tax return and T4 files). The database is a comprehensive source of data on the economic behaviour of the immigrant (tax filer) population in Canada and is the only source of data that provides a direct link between immigration policy levers and the economic performance of immigrants. The IMDB is managed by Statistics Canada on behalf of a federal-provincial consortium led by Citizenship and Immigration Canada. The database is reviewed every five years to ensure its continuing relevance to immigration policy development.

Class of Individuals: Immigrants.

Purpose: The files are used to produce aggregate data on the economic performance and demographic characteristics of the immigration population over time. No identifiable data relating to immigrants are released.

Consistent Uses: Standard products are produced for the federal-provincial consortium for each annual update.

Retention and Disposal Standards: To be determined.

RDA Number: To be established.

Related PR#: STC HFS 524

TBS Registration: 003726

Bank Number: STC PPU 135

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrongdoing in the Workplace

Personnel Security Screening

Relocation

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information

Administrative Files Obtained from Federal Government Departments for Statistical Purposes

The Statistics Act, under which Statistics Canada operates, gives the Agency the authority to access records maintained in any federal department or municipal office, corporation, business or organization where the information sought relates to the mandate of the Agency. Accordingly, Statistics Canada has entered into a number of arrangements with other federal government departments to access administrative files of those departments for the purpose of extracting data for statistical purposes. This has allowed Statistics Canada to exempt many respondents, particularly small businesses, from the filing of regular questionnaires.

Since the use made by Statistics Canada of this information is secondary to the original purpose for which it was gathered, requests for access to personal information from these files should be addressed to the department responsible for

the original collection of the data. Any requests received by Statistics Canada will be referred to the originating department for response.

The following is a list of the files obtained from each department. Statistics Canada may receive the entire file, or only part, depending on its requirements.

Canada Revenue Agency

CRA PPU 005 Individual Income Tax Return

CRA PPU 040 Taxation Taxpayer Master File

CRA PPU 043 Traveller Declaration Cards

Citizenship and Immigration Canada

CIC PPU 039 International Services: Overseas Immigration Case Files

CIC PPU 042 Immigration Case File

CIC PPU 053 Permanent Resident Data System

CIC PPU 055 Visitor Case File

Human Resources and Social Development Canada

HRSDC PPU 150 Insurance Claim File – Local Office

HRSDC PPU 180 Benefit and Overpayment File

HRSDC PPU 210 Report on Hirings

HRSDC PPU 293 Employment Benefits and Support Measures

HRSDC PPU 385 Record of Employment (Second Copy)

SDC PPU 116 Old Age Security (OAS), Guaranteed Income Supplement (GIS), The Allowance (Formerly Spouses' Allowance/SPA), (Individual)

SDC PPU 140 Canada Pension Plan – Record of Earnings

SDC PPU 146 Canada Pension Plan – Retirement, Disability, Survivors and Death Benefit (Individual)

SDC PPU 390 Social Insurance Number

Justice Canada

JUS PPU 005 Central Registry of Divorce Proceedings

Business Statistics

The business database contains information which relates to the major industrial and services sectors of the economy. The information is obtained from establishments within companies through surveys, and from administrative records. It is used to describe the whole range of business activity in Canada, the goods and services produced, the cost structure of each industry and the location of industrial activity. It measures the kind and quality of goods produced, the costs of materials, labour and capital employed and the prices of both material and final products. The information is also a vital input to the System of National Accounts. As some of the businesses surveyed are unincorporated, there is personal information in this database relating to owners of unincorporated businesses who can be identified by a social insurance number. The business databank may contain personal information with respect to unincorporated businesses in the forestry, mining, energy and resource and manufacturing sectors; retail and wholesale trade; rail, road and water transportation industries; services, communications and tourism industries; general and trade contractors; and importers and exporters.

Manuals

Manuals used by Statistics Canada in carrying out its programs and activities are developed to cover all phases of data acquisition, production and publication. These manuals may be available for purchase through:

Circulation Management
Statistics Canada
150 Tunney's Pasture Driveway
Ottawa, Ontario K1A 0T6

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about Statistics Canada and its various programs may be directed to:

Communications and Library Services Division
Statistics Canada
R.H. Coats Building
100 Tunney's Pasture Driveway
Ottawa, Ontario K1A 0T6

Telephone: 613-951-2808

Reading Room

Statistics Canada's library has been designated under the Access to Information Act as a public reading room. The address is:

R.H. Coats Building, 2nd Floor
100 Tunney's Pasture Driveway
Ottawa, Ontario

Toll-free general enquiries line:
1-800-263-1136
National TDD line: 1-800-363-7629
Email: infostats@statcan.ca

Status of Women Canada

Chapter 158

General Information

Background

In 1971, the federal government created the Office of the Coordinator, Status of Women within the Privy Council Office. In 1976, the Office of the Coordinator, Status of Women was removed from the Privy Council Office. It was named a department under Order-in-Council P.C. 1976-779 and became known as Status of Women Canada.

Responsibilities

Status of Women Canada ensures that the federal government carries out its commitment to women's equality in all spheres of Canadian life.

Legislation

- Order in Council, P.C. 1976-779

Organization

Communications and Consultations Directorate

This Directorate is the focal point for the external and internal communications advice and planning, preparing speeches and responding to media and public enquiries. It also produces promotional materials for commemorative events, produces and advises on publications and specials projects and carries out media analyses. The Directorate is also responsible for the consultation function within the Department, planning and managing activities with stakeholders such as small, informal roundtables as well as larger, more formal consultations.

Corporate Services Directorate

This Directorate ensures statutory accountability and delivers such services as financial and human resources management, informatics and telecommunications, security, assets, facilities and material management, as well as contract and procurement administration.

Executive and Information Services Directorate

This Directorate is responsible for corporate planning, evaluation and reporting, coordination services and executive support to the Co-ordinator and the Minister responsible for Status of Women, including ministerial services. It provides translation services and information management services including records management, distribution, and library services, which support all aspects of the department's work. It also manages the access to information and privacy programs.

Gender-Based Analysis Directorate

The Gender-based Analysis Directorate assists other federal departments and agencies to set up their own processes to ensure that gender-based analysis is incorporated into all of their policy and program development activities.

Policy and External Relations Directorate

The Policy and External Relations Directorate reviews and conducts gender analysis of existing and proposed federal government policies, legislation, programs and initiatives. It develops recommendations and strategies, and works in cooperation with other federal departments to promote gender equality. It undertakes developmental activities to address policy gaps on issues of concern to women. It also collaborates with various stakeholders, including provincial and territorial governments, civil society and non-governmental organizations, international organizations and other governments on policy-related activities.

Research Directorate

The objective of the Research Directorate is to enhance the public policy debate on current and emerging issues from a gender perspective by identifying and targeting significant gaps in knowledge, responding to these gaps by funding gender-based policy research, and promoting the use of research findings in policy development.

Women's Program and Regional Operations Directorate

The Women's Program (WP) objectives are 1) to promote policies and programs within key institutions that take account of gender implications, the diversity of women's perspectives and enable women to take part in decision-making; 2) to facilitate the involvement of women's

organizations in the public policy process; 3) to increase public understanding in order to encourage action on women's equality issues; and 4) to enhance the effectiveness of actions undertaken by women's organizations to improve the situation of women. To do so, the WP provides assistance to women's and other equality-seeking organizations working to remove barriers to women's full participation in Canadian society, at local, regional and national levels. Through the Regional Operations component, the Directorate is also responsible for ensuring the regional implementation of the department's mandate. Regional operations consist of 35 staff located in 15 points of service across the country which provides Status of Women Canada with a direct link to communities and stakeholders.

Information Holdings

Program Records

Communications and Consultations
Description: Contains information relating to communications, consultations procedures, guidelines and other general information, media relations and special events.
Topics: Communications products, consultations, media relations, Governor General's Awards in Commemoration of the Persons Case, International Women's Day, National Day of Remembrance and Action on Violence Against Women, Women's History Month.
Program Record Number: SWC 2000

Gender-Based Analysis
Description: Contains information on gender-based analysis and gender mainstreaming in the Government of Canada, international institutions and foreign governments.
Topics: Implementation strategy, evaluations, methodologies, presentations, tools, training, gender mainstreaming.
Program Record Number: SWC 3000

Policy Analysis, Development and External Relations
Description: Contains information on organizations and administration internal to the Policy Analysis, Development and External Relations Directorate. Information related to the substantive work of the directorate is found under Gender Equality/Women's Issues, and under the International, Federal, Provincial and Territorial sections.

Topics: Structure, work distribution, planning, retreats and guidelines and protocols related to working methods, conference participation.
Program Record Number: SWC 4000

Research
Description: Contains information related to the Research Directorate, the Policy Research Fund and funded research projects.
Topics: Calls for proposals, policy research projects, external committee, and evaluations.
Program Record Number: SWC 5000

Women's Program and Regional Operations
Description: Contains information concerning the promotion of women and financial assistance to voluntary associations working to improve the status of women in Canada.
Topics: Funding guidelines, funded initiatives, accountability framework, grant and contributions management, regional organizations by province.
Program Record Number: SWC 6000

Federal, Provincial and Territorial Government Organizations and FPT Relations
Description: Contains information on federal government departments, agencies, boards, commissions, corporations and councils, including correspondence related to their mandates, structures, priorities, etc., that is corporate or general in nature and not issue-specific.
Topics: Material relating to federal-provincial/territorial relations, including status of women fora, and other cooperation and liaison activities; information on individual jurisdictions that are relevant to Status of Women's work and mandate.
Program Record Number: SWC 7000

International Governmental Organizations; International Events/ Activites; International Non-Governmental organizations; International Relations and Foreign Countries
Description: Contains information on Canada's participation in, and the work of, international organizations that is relevant to gender equality, including their decision-making bodies, status of women entities, secretariats, human rights conventions and other agreements, and their conferences, summits and other special events. Also contains similar information on international relations generally that impacts Status of Women's work and information about specific countries, including geographic, demographic, policy and other information about a country that is hosting an international event or sending a visiting delegation to Canada.

Topics: United Nations, Commonwealth, Organization of American States, Asia-Pacific Cooperation, Council of Europe, La Francophonie, International Non-governmental organizations, International Relations and Foreign Countries.
Program Record Number: SWC 8000

Organizations
Description: Contains information and correspondence relating to Canadian non-governmental organizations, associations, centres, committees, groups, organizations, and others that are relevant to Status of Women Canada's mandate and activities.
Topics: Alphabetical list of all groups i.e. Aboriginal Nurses Association of Canada, Assembly of First Nations, Business and Professional Women's Clubs of Canada, Caledon Institute for Social Policy etc. to YWCA's.
Program Record Number: SWC 9000

Gender Equality / Women's Issues
Description: Contains information on gender equality objectives, plans, mechanisms and statistics and human rights implementation in Canada as well as issue-based material within Status of Women's work and mandate, including Acts and legislation currently in force, information related to reviews of, and proposals for, Acts, regulations, policies, programs concerning an issue; relevant committee work, consultations and special events; issue-specific statistics, research, reports and other information from government and non-government sources, including comparative studies across countries.
Topics: Government plans and priorities; gender equality government plans; gender equality human rights instruments; diversity, inclusion and demography; economic and fiscal issues; employment, labour market, education and training; health and environment; housing and homelessness; justice system, peace and security; media, arts, culture, recreation and sport; governance issues: politics, public service and voluntary sector; violence.
Program Record Number: SWC 9500

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration

Administration and Management Services

Audits

Budgets

Buildings

Building and Properties

Classification of Positions

Cooperation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Occupational Health and Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Particular Personal Information Banks

Researchers' Database
Description: This electronic database includes the names of individuals, organizations that they work for, complete addresses, telephone numbers, facsimile numbers, e-mail addresses, education and work experience, organization's mandate or research experience, languages spoken, read and written, publications and areas of policy research interest.
Class of Individuals: Private citizens and individuals working for organizations who have expressed an interest in doing policy research.
Purpose: To create a researchers list or inventory by areas of expertise.

Consistent Uses: To be used to send calls for proposals to conduct policy research as well as to send other information related to the Policy Research Fund. With the permission of the individual or organization, the information may also be shared with other research organizations.
Retention and Disposal Standards: The information is retained until the individual officially requests to be removed from the inventory or until such time as the information is no longer deliverable (returned mail).
RDA Number: 2005/003
Related PR#: SWC 5000
TBS Registration: 005293
Bank Number: SWC PPU 010

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Business Continuity Planning (BCP)

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrongdoing in the Workplace

Personnel Security Screening

Relocation

Travel

Classes of Personal Information

In the course of conducting its activities, Status of Women Canada accumulates categories of personal information which are stored as part of the general subject files where records are not normally retrieved by name of individual or any other personal identifier. The Department handles policy and program issues but not personal program delivery matters. This form of personal information is normally retrievable only if specifics are provided concerning the issue of complaint, and the date and name of the complainant. All issues dealing with federal government legislation, policies and programs that impact on women are included. The retention periods for these classes

of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

- File Classification Plan, Status of Women Canada

- Gender-Based Analysis (GBA) Policy

- Training – Participant Handbook

- Gender-Based Analysis (GBA) Policy Training – Trainer's Manual

- Guidelines for the Preparation of Preliminary Recommendations Regarding Invitations

- Procedures Relating to Executive Correspondence

- Women's Program – Accountability Framework

- Women's Program – Funding Guidelines

- Women's Program – Outcomes Tool Kit

- Women's Program – Procedures Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about Status of Women Canada and its functions may be directed to:

General Inquiries
Status of Women Canada
123 Slater Street, 10th Floor
Ottawa, Ontario K1P 1H9

Telephone: 613-995-7835

Reading Room

In accordance with the Access to Information Act, the library has been designated as a public reading room. The address is:

123 Slater Street, Ground Floor
Ottawa, Ontario K1P 1H9

Telefilm Canada

Chapter 159

General Information

Background

Telefilm Canada (the "Corporation"), formerly known as the Canadian Film Development Corporation, was originally established by an Act of Parliament in March 1967. The Corporation is a federal organization dedicated primarily to developing and promoting the Canadian film, television and new media industries. The Corporation acts as one of the government's principal instruments for providing strategic leverage to the Canadian private sector.

Responsibilities

The Government of Canada acts as a partner to the Canadian film, television and new media industries through Telefilm Canada, which provides support either in the form of financial investments or through the various other resources at its disposal.

The Corporation meets the diverse needs of these industries through a wide range of funds and programs. Support is available at the various stages of the process, from scriptwriting to final production, as well as from development to the marketing of finished products in Canada and abroad.

Telefilm Canada is a Crown corporation that reports to Parliament through the Minister of Canadian Heritage. It is headed by a board of members whose chair is appointed by the Governor in Council. On the recommendation of the Corporation's board, the Governor in Council also appoints an executive director, who acts as chief executive officer and is responsible for day-to-day operations. The Corporation is headquartered in Montreal and has offices in Toronto, Vancouver, Halifax and Paris.

Legislation

- Telefilm Canada Act, R.S. 1985, c. C-16, as amended

Organization

Communications and Public Affairs

This department contributes to national and international recognition of the Canadian industry. It is responsible for publications, media relations, promotional activities, and the Corporation's website, as well as coordinating Canada Showcase, the grant program for Canadian festivals.

Finance and Administration

This division is responsible for accounting services, financial planning, information technologies and systems, contract management and material resources.

Human Resources

This sector's mandate is to develop a consistent level of competence and versatility throughout the Telefilm Canada team, while improving the quality and effectiveness of human resources management practices and policies.

International Promotion and Development

This division oversees all activities related to international markets and festivals. Not only does it promote and raise the profile of the Canadian industry abroad, it also ensures that Telefilm continues to play an active role on the international stage, most notably by encouraging the development of partnerships with Europe (the Corporation's European office in Paris comes under this division). This division also deals with applications for official coproduction status. Canada has coproduction agreements with 58 countries.

Legal Services and Access to Information

This department provides legal counsel for the Corporation's various activities, acts as an arbiter for internal conflicts of interest, and is responsible for handling requests under the Access to Information Act and Privacy Act.

Operations

Through Telefilm's four Canadian offices, this department is responsible for managing the main funds which are administered by the Corporation,

including the Canada Feature Film Fund, the Canadian Television Fund and the Canada New Media Fund. It coordinates decision-making regarding Telefilm's support for production, marketing, industry/professional development, and other complementary activities. It also helps develop innovative policies and processes.

Policy, Planning and Research

This division is in charge of formulating policies and strategies for the funds administered by Telefilm Canada. It is also responsible for establishing formal ties with industry representatives and federal and provincial institutions, as well as for assessing the impact of the Corporation's policies from a cultural and industry perspective. The division also studies the effects of the Corporation's various programs and monitors general industry trends, with a view to improving long-term strategic planning and ensuring that Telefilm's activities effectively meet industry needs.

Information Holdings

Program Records

Co-production Agreements
Description: Information pertaining to the continuance or renegotiation of current co-production agreements and related correspondence; information concerning the negotiation of potential treaties and projects submitted for official co-production status.
Topics: Treaties; policies; projects.
Access: By country or project title.
Format: Paper and electronic (servers)
Program Record Number: TFC COP 010

Marketing and Versioning Assistance
Description: Information on advances granted through the marketing and versioning assistance fundsadministered by the Corporation; information pertaining to the distribution and marketing of audiovisual products.
Topics: Contracts; revenues; distributors; agents; territories; markets; versioning.
Access: By project title, country, company or market.
Format: Paper and electronic (servers and Web site).
Program Record Number: TFC DAM 025

Finance and Administration
Description: Files related to accounting, financial planning, technologies and information systems, management of contracts and material resources.
Topics: Contribution agreements, accounting politicies, expense accounts contracts granted by the Corporation (suppliers and consultants), internal budgets, financial statements of the Corporation, accounts payable, accounts receivable, program costs, overhead expenses by sector, commitments / payments by program, cost reports, exploitation reports, eligibility, compliance, default, recoupment policy, network documentation, systems records and computer applications, computer equipment, business continuity plans, security policy, records management, office furniture, leases management, phone systems management, access control to the premises, shipping, office supplies, audio-visual equipment.
Access: By subject, project title, supplier, file number or date, depending on the nature of the information.
Format: Paper and electronic (servers, and in certain cases Web site).
Program Record Number: TFC FAA 030

Industry Support
Description: Information relating to assistance provided in various forms to the audiovisual industry by the Corporation.
Topics: Festivals; markets; seminars; workshops.
Access: By event or organization.
Format: Paper and electronic (Servers & Web site).
Program Record Number: TFC FAM 020

Policy and Planning
Description: Information on internal Telefilm policy and on the evaluation of and response to this policy by other government agencies and departments, and industry interest groups.
Topics: Internal policy and planning; federal government; general industry policy; industry relations.
Access: Grouped by subject, organization or fund, and sorted alphabetically within each of these groups, depending on the nature of the information.
Format: Paper and electronic (Servers).
Program Record Number: TFC PPO 005

Production and Development
Description: Information on transactions carried out under the Corporation's development and production funds.
Topics: Readers' reports; contracts; financial information; ancillary documents.
Access: Submissions accepted or rejected, by project title.
Format: Paper and electronic (Servers).
Program Record Number: TFC PRO 015

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings

Buildings and Properties

Business Continuity Plans

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Particular Personal Information Banks

Analysis of the Diversity of Cultural Communities
Description: This bank describes personal information collected from members of cultural communities, including the name, gender, cultural and ancestral origins and visible minority affiliation.
Note: This information is collected from individuals on a voluntary basis and is not used in an administrative decision affecting them.
Class of Individuals: Members of cultural communities, such as scriptwriters, directors, actors and producers who applied for project funding and provided information on their cultural and ancestral origins and visible minority affiliation.
Purpose: The information is collected to evaluate whether Telefilm Canada meets its obligations under the Canadian Multiculturalism Act. It is used to compare its clientele with Canada's ethno-cultural make-up and to monitor access to programs by cultural communities. The information is cross-referenced with the institution's investments database to generate aggregate statistical reports.
Consistent Uses: This information may be used to provide reports to the Department of Canadian Heritage about the evaluation of Telefilm Canada's compliance with the principles of the Canadian Multiculturalism Act. The information may also be used for research, planning, audit and evaluation purposes.
Retention and Disposal Standards: Record Disposition Authority (RDA) to be determined. The intent is to retain the information for 15 years after the last consultation and, once the RDA is approved, it will be destroyed after the retention period has expired.
RDA Number: To be determined.
Related PR#: TFC PPO 005
TBS Registration: 005602
Bank Number: TELE PPU 005

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Relocation

Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes

Travel

Classes of Personal Information

The Corporation is involved in activities which tend to generate public response in one form or another. As well, some of the Corporation's files summarized in the Program Records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Consequently, personal information may be accumulated which is not contained in any of the institution-specific PIBs listed in this index. Such personal information may consist of, among other things, compliments, complaints, enquiries, suggestions, opinions, proposals, agreements and may include name, civic address, e-mail address, telephone number and, in some cases, employment. This personal information is kept in the relevant subject files and is not normally retrievable by the name of the individual or other personal identifier. The retention periods for the personal information contained in these subject files are the same as those for the subject files containing the information.

Manuals

• Policies and Guidelines – Telefilm Canada

Additional Information

See the INTRODUCTION to this document for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For general information on current Telefilm Canada funds, programs and/or activities, please contact one of the following offices or visit the Telefilm Canada website (www.telefilm.gc.ca):

Halifax
Telefilm Canada
1717 Barrington Street, Suite 300
Halifax, Nova Scotia B3J 2A4

Telephone: 902-426-8425

Montreal – Head Office
Telefilm Canada
360 St. Jacques Street, Suite 700
Montreal, Quebec H2Y 4A9

Telephone: 514-283-6363
Toll-free: 1-800-567-0890

Toronto
Telefilm Canada
474 Bathurst Street, Suite 100
Toronto, Ontario M5T 2S6

Telephone: 416-973-6436

Paris
Telefilm Canada
5, rue de Constantine
75007 Paris
France

Telephone: (33-1) 44.18.35.30

Vancouver
Telefilm Canada
609 Granville Street, Suite 410
Vancouver, British Columbia V7Y 1G5

Telephone: 604-666-1566

Reading Room

In accordance with Access to Information Regulations, an area at the Corporation's head office has been designated as a public reading room. Reasonable facilities for the examination of documents are also available at each of the Corporation's other offices listed above.

Thunder Bay Port Authority

Chapter 160

General Information

Background

The Thunder Bay Port Authority, formerly the Thunder Bay Harbour Commission and the Lakehead Harbour Commission is the organization responsible for the federal interests at the Port of Thunder Bay. The Port Authority is responsible to Parliament through the Minister of Transport. The Port Authority as an entity was created by the Canada Marine Act of 1997 and officially received its Letters Patent July 1, 1999.

Responsibilities

The capacities, powers and responsibilities of the Thunder Bay Port Authority are contained in Bill C-9, 1st Session 36th Parliament Section 4, Sections 23 through 27 and 28 through 33.

Legislation

• Bill C-9 1st Session, 36th Parliament

Organization

The Act C-9 at Sections 14 through 22 describes the corporate governance structure. The Act provides that a Chief Executive Officer must be in place and such other officials as may be required by the Directors may be retained. The organization currently has a Finance Department and an Engineering & Operations Department.

Information Holdings

Program Records

General Holdings
Description: Forecasts, projections and commercial information relevant or potentially relevant to Port activity, employee information.
Topics: Statistics for bulk cargo, grain cargo, liquid cargo, applications for employment, current employee information.
Program Record Number: TBPA HOL 005

Corporate Plans
Description: Budgets and Port manuals.
Topics: Annual Budgets, Five-Year Business Plan, Board of Directors' Handbook.
Program Record Number: TBPA COR 010

Engineering Services
Description: Information on the planning, design, construction and maintenance of the Thunder Bay Port Authority and its facilities.
Topics: Plans, drawings, maintenance programs, quotations, construction supervision, dredging, tenders, inspections, progress reports and payments.
Program Record Number: TBPA ENG 015

Harbour Master
Description: Information relating to traffic, vessels, safety, emergency planning, pollution and related subjects, permits, marine operations.
Topics: Harbour Activities, Harbour Practices and Procedures, Operations Regulations, Notices to Shipping, Marine Emergency Plan, Keefer Terminal Security Plan.
Program Record Number: TBPA HAR 020

Marketing
Description: Information relating to media relations, press releases, advertising, promotional events, community relations, projections, market research, analysis of competitive options and various studies relative to commodity and cargo movements.
Topics: Media clippings, advertising, corporate identity, seminars.
Program Record Number: TBPA MAR 025

Tariffs
Description: Various Port tariffs as established by Orders In Council.
Topics: Wharfage rates, berthage rates; harbour dues.
Program Record Number: TBPA TAR 030

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Employment and Staffing

Finance

Human Resources

Lands

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Particular Personnel Information Banks

Property Services
Description: This bank contains information on tenants of Port Authority properties.
Class of Individuals: General Public.
Purpose: This bank is to document property transactions between the Port Authority and the public.
Consistent Uses: The use of this bank is documentation of decision process in property matters.
Retention and Disposal Standards: Information in this bank is retained as long as the Port Authority and the individuals involved are involved in a business relationship and then transferred to Library and Archives Canada for selective retention.
RDA Number: 2002/001
Related PR#: TBPA HOL 005
TBS Registration: 004406
Bank Number: TBPA PPU 005

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents

Access to Information and Privacy Requests

Relocation

Travel

Manuals

- Operating by-laws

- Board of Directors' Handbook

- Marine Emergency Plan

- Keefer Terminal Security Plan

- Port of Thunder Bay Security Plan

- TBPA Harbour Practices and Procedures

- Operations Regulations – Thunder Bay Edition

Additional Information

Requests for further information on the Thunder Bay Port Authority can be directed to:

Corporate Secretary
Thunder Bay Port Authority
100 Main Street
Thunder Bay, Ontario P7B 6R9

Telephone: 807-345-6400
Facsimile: 807-345-9058

Reading Room

Thunder Bay Port Authority
100 Main Street
Thunder Bay, Ontario P7B 6R9

Toronto Port Authority

Chapter 161

General Information

Background

The Toronto Port Authority (TPA) was established on the 8th of June 1999, under the authority of the Canada Marine Act, which received Royal Assent on the 11th of June 1998. The TPA continues The Toronto Harbour Commissioners, which was constituted as a corporation under the Toronto Harbour Commissioners Act, 1911, as amended.

Responsibilities

The Toronto Port Authority's main purpose and function is to operate the Port of Toronto. The TPA also operates the Toronto City Centre Airport and the Outer Harbour Marina. Activities and powers of the TPA include: development, application, enforcement and amendment of rules, orders, bylaws, practices or procedures relating to the use, occupancy or operation of the port; administration of fees or charges as authorized by the Canada Marine Act; management, leasing or licensing of the federal real property as described in the TPA's letters patent; construction, establishment, repair, maintenance, operation, removal, or demolition of port-related infrastructure; provision of services to port users, such as: environmental assessment, dredging and dredgeate disposal, navigational aids, stevedoring services, emergency planning and response, multi-modal facilities and services, salvage and seizure, warehousing and security services.

Legislation

- Canada Marine Act, R.S.C. 1998, c.10

- Canada Port Authorities Environmental Assessment Regulations, P.C.1999-1324, 28 July 1999

- Canada Port Authorities Management Regulations, P.C. 1999-246, 18 February 1999

- Canada Shipping Act, R.S.C. 1985, c. S-9

- Canadian Aviation Regulations, P.C. 1996-1399, 10 September 1996

- Navigable Waters Protection Act

Organization

The Toronto Port Authority is managed by a seven member board of directors, appointed as follows: the Governor in Council appoints one director as nominated by the Minister of Transport; the City of Toronto appoints one director, the Province of Ontario appoints one director; the remaining directors are appointed by the Governor in Council as nominated by the Minister in consultation with port users. The board of directors appoints a chief executive officer, who is not a member of the board.

Corporate

The head office of the Toronto Port Authority is located in its historic waterfront Administration Building. The CEO is responsible for managing the TPA, developing strategic directions for business development and for providing leadership to staff. The CEO's office is also responsible for the development and implementation of organization-wide policies and procedures. Corporate and administration support functions include: finance and accounting, risk management, information technology, office services, human resources, legal services and records and archives.

Port Operations

Port of Toronto

The harbour master is responsible for the management of the movement, navigation, and berthing of vessels using the port and harbour, to ensure safety and compliance with by-laws and regulations. The harbour master monitors navigable channels and navigational aids to comply with standards of the St. Lawrence Seaway. The harbour master also administers the power vessel operators license examination program, reviews and provides approvals for various aquatic activities and engages in public relations activities with shipping companies and the boating community.

The TPA also owns the marine terminal and warehouse. Intermodal services and terminal operations are managed by Logistec Corp. who supervise longshoremen, and supply and maintain cargo-handling equipment. They provide customer service and market the port of Toronto

by communicating with customers and preparing competitive quotations.

Works Department

This unit is responsible for providing a wide variety of engineering, maintenance and customer services. These include: maintenance of navigational aids, construction equipment, vessels, cranes and vehicles; special cargo handling using the heavy lift crane and the mobile container crane; marine services such as electric power and fresh water for ships, ship safety inspections, and dry dock and ice-breaking services; dredging and harbour cleaning; lakefilling and shoreline protection including the management of the Leslie Street Endikement Project; port security and emergency response; maintenance of all TPA facilities including HVAC, plumbing and electrical services, grounds and pavement maintenance and dockwall repairs and surveys; and special maintenance duties including bridges, docks, ferry ramps, dockwalls, airport runways and topographic and hydrographic surveys.

Outer Harbour Marina

Marina staff are responsible for operating the marina including leasing slips in the summer and outdoor storage space for boats in the winter, coordination of boat launches and haul-outs, and customer billing. Other duties of staff include maintaining site services, conducting safety and security inspections, maintenance of equipment, machinery and electrical/mechanical services, customer service and marina marketing.

Toronto City Centre Airport

Airport staff are responsible for the overall daily operation of the airport and ferries, including management of supplies, services and facilities. A large number of duties are focussed on safety and security: staff develop and maintain the airport security program; coordinate the Airport Emergency Plan with input from the police, ambulance and fire departments, and the air traffic control unit; maintain equipment in a state of readiness for any emergency; and produce such reports as incident, noise, runway conditions and notices to airmen. Airport staff also handle customer service, including complaints and billing, and market the airport to the public.

Information Holdings

Program Records

Corporate Records
Access to Information
Description: All information relating to the Access to Information and Privacy Act.
Topics: Access to Information requests, Privacy Act requests, reports, publications, correspondence.
Program Record Number: TPA PIB 005

Airport Operations
Description: Information on the daily operations of the Toronto City Centre Airport and the ferry service across the Western Channel.
Topics: Air traffic reports, aircraft movement surface condition reports, airport monthly activities reports, noise complaint reports, NOTAMS, rates schedule, tie-down contracts, ferry logs, ferry maintenance reports, ferry traffic summaries, ferry pass applications, restricted area access pass applications, airside vehicle operators permit applications, fire alarm reports, firefighters' logs, emergency equipment maintenance reports, airport drawings and specifications.
Program Record Number: TPA AIR 005

CEO's Office
Description: Information on the administration and management of the Toronto Port Authority.
Topics: Business and strategic plans, marketing of the port and airport, organization-wide policies, TPA-City of Toronto relations, committee files, speeches, conference and seminar files, travel files.
Program Record Number: TPA COR 005

Human Resources
Description: Information regarding employment at the Toronto Port Authority.
Topics: Employee files, job postings, applications for employment, disciplinary information, codes of conduct, benefits.
Program Record Number: TPA HRD 005

Information Technology
Description: Information on the management of the TPA's various information systems and databases.
Topics: Year 2000 compliance forms, forms management, project notes, systems documentation, equipment inventories, equipment maintenance logs.
Program Record Number: TPA COR 010

Legal Records

Description: Legal documents.

Topics: Agreements, bills of sale, commercial carriers operating agreements, consents, contracts, deeds, easements, leases, memoranda of understanding, minutes of settlement, mortgages, trademarks, waivers.

Program Record Number: TPA COR 015

Property Records

Description: Information on the leasing of TPA properties, office space, short-term seasonal arrangements such as berthing, and temporary license agreements for film productions.

Topics: Fee schedules, insurance waivers, tenants' case files (including copies of correspondence, insurance certificates, property leases or schedules).

Program Record Number: TPA COR 020

Marina Operations

Description: Information on the business operations of the Outer Harbour Marina.

Topics: Customer files (containing correspondence, service agreements, complaints. loss/damage reports, insurance certificates), haul out/launch book, dock walk reports, incident reports, monthly fuel inventory statements, fuel dock license, VHF radio license, retail sales license.

Program Record Number: TPA MAR 005

Port Operations

Description: Information on the provision of services concerning the navigation and berthing of ships in the port and harbour of Toronto, and concerning the safe operation of various smaller watercraft.

Topics: Tonnage statistics, berthing arrangements, port tariffs, marine safety, Notices to Shipping, recreational boating, Navigable Waters Protection Act, boat operators' license program.

Program Record Number: TPA POR 005

Records & Archives

Description: Information relating to the management of corporate information.

Topics: (Records) Mail management, central registry files, Board minutes, records management databases; (Archives) Historical records of the Toronto Harbour Commissioners including textual records, technical drawings, photographs and file art, archival finding aids and databases.

Program Record Number: TPA COR 025

Terminal Operations

Description: Information on the business operations of the Port of Toronto's Marine Terminal 51, Warehouse 52 and intermodal services.

Topics: Import and export vessel cargo logs, monthly reports for warehousing, cargo and container handling, daily records for Reefers (refrigerated containers).

Program Record Number: TPA TER 005

Works Department Operations

Description: Information on services provided by Works Department staff in areas of engineering, plant maintenance, waterways, dredging and filling and the Leslie Street landfill operation.

Topics: Dockwalls/ retaining walls, equipment maintenance files, ice condition reports, navigation aids placement, oil spill reports, survey drawings and files, hydrographic and topographic survey field books, daily and monthly water level reports, daily dredging logs, monthly and annual dredging drawings, daily dredgeate placement logs, monthly and annual dredgeate placement drawings, annual operating plan for the Leslie Street landfill site, daily and monthly fill reports, illegal dumping reports and copies of violation notices.

Program Record Number: TPA WOR 005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audits

Budgets

Buildings and Properties

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks

Access Request Data
Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act, and includes names, addresses and phone numbers.
Class of Individuals: General public.
Purpose: This bank processes access requests and reports the total number of requests processed.
Consistent Uses: This bank is used to report on the administration of the Access to Information and Privacy Acts.
Retention and Disposal Standards: Records are retained for two years after the last administrative action and then destroyed.
RDA Number: 98/001
Related PR#: TPA PIB 005
TBS Registration: 004357
Bank Number: TPA PPU 005

Airport Airside Restricted Area Canada Pass
Description: This bank contains applications received from individuals who require access to restricted areas at airports across Canada. It includes names, titles, addresses, phone numbers, date of birth, height, weight, eye and hair colour, fingerprints, marital status, personal photographs, and Transport Canada clearance numbers.
Class of Individuals: Persons who whose business involves being in restricted areas of at least four or five Canadian airports and Transport Canada Aviation Inspectors.
Purpose: This bank processes pass applications.
Consistent Uses: The information in this bank would be used in the event of a breach of security.
Retention and Disposal Standards: Applications are retained for five years after the expiry of the pass and then transferred to the National Archives.
RDA Number: 99/009
Related PR#: TPA AIR 005
TBS Registration: 004358
Bank Number: TPA PPU 010

Airport Airside Restricted Area Pass (ARAP)
Description: This bank contains applications received from individuals who require access to restricted areas at the Toronto City Centre Airport. It includes names, titles, addresses, phone numbers, date of birth, height, weight, eye and hair colour, fingerprints, marital information, personal photographs, and Transport Canada clearance numbers.
Class of Individuals: TPA employees and airport tenants.
Purpose: This bank processes pass applications.
Consistent Uses: The information in this bank would be used in the event of a breach of security.
Retention and Disposal Standards: Applications are retained for five years after the expiry of the pass, then transferred to the National Archives.
RDA Number: 99/009
Related PR#: TPA AIR 005
TBS Registration: 004359
Bank Number: TPA PPU 015

Airport Airside Vehicle Operators Permit (AVOP)
Description: This bank contains applications received from individuals who require a permit to operate a vehicle on the grounds of the Toronto City Centre Airport. It includes names, addresses, phone numbers and vehicle information. It also contains the practical test evaluation form for the AVOP.
Class of Individuals: TCCA employees and airport tenants.
Purpose: This bank processes AVOP applications.
Consistent Uses: The information in this bank would be used in the event of suspected unauthorized vehicle use at the airport.
Retention and Disposal Standards: Applications are retained for five years after the expiry of the pass.and then transferred to the National Archives.
RDA Number: 99/009
Related PR#: TPA AIR 005
TBS Registration: 004360
Bank Number: TPA PPU 020

Airport Employee Ferry Pass
Description: This bank contains applications received from individuals who require an employee ferry pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and personal photographs.
Class of Individuals: TPA staff, airport tenants, frequent flyers.
Purpose: This bank processes employee ferry pass applications.

Consistent Uses: The information in this bank would be used in the event of suspected fare evasion on the airport ferry.

Retention and Disposal Standards: Applications are retained for five years after expiry of the pass and then transferred to the National Archives.

RDA Number: 99/009

Related PR#: TPA AIR 005

TBS Registration: 004361

Bank Number: TPA PPU 025

Airport Ferry Vehicle Pass

Description: This bank contains applications received from individuals who require a ferry vehicle pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and vehicle information.

Class of Individuals: TPA employees and airport tenants.

Purpose: This bank processes ferry vehicle pass applications.

Consistent Uses: The information in this bank would be used in the event of suspected fare evasion on the airport ferry.

Retention and Disposal Standards: Applications are retained for 5 years after expiry of the pass and then transferred to the National Archives.

RDA Number: 99/009

Related PR#: TPA AIR 005

TBS Registration: 004362

Bank Number: TPA PPU 030

Airport Parking Pass

Description: This bank contains applications received from individuals who require a parking pass for the mainland Toronto City Centre Airport parking lot. It includes names, addresses, phone numbers and vehicle information.

Class of Individuals: TPA employees and airport tenants.

Purpose: This bank processes parking pass applications.

Consistent Uses: The information in this bank would be used in the event of suspected unauthorized parking at the parking lot.

Retention and Disposal Standards: Applications are retained for 5 years after expiry of the pass and then transferred to the National Archives.

RDA Number: 99/009

Related PR#: TPA AIR 005

TBS Registration: 004363

Bank Number: TPA PPU 035

Applications for Employment

Description: This bank contains applications received from the general public for possible employment with the Toronto Port Authority, and includes names, addresses and phone numbers.

Class of Individuals: General public.

Purpose: Information may be used to fill vacancies in the Authority for which applicants have suitable qualifications.

Consistent Uses: The bank provides a record of the information used in staffing a position.

Retention and Disposal Standards: Records are retained for six months and then destroyed.

RDA Number: 98/005

Related PR#: TPA HRD 005

TBS Registration: 004364

Bank Number: TPA PPU 040

Claims

Description: This bank contains information relating to settlements by and against the Toronto Port Authority, and includes names, addresses and phone numbers.

Class of Individuals: General public, companies and institutions of Canadian or foreign extraction.

Purpose: This bank documents the settlement of claims by or against the Authority.

Consistent Uses: This bank documents the legal settlements of all claims by or against the Authority.

Retention and Disposal Standards: Records are retained for 6 years after the settlement and then destroyed.

RDA Number: 99/004

Related PR#: TPA COR 015

TBS Registration: 004365

Bank Number: TPA PPU 045

Marina Customers

Description: This bank contains information relating to individuals who rent boat slips from the Outer Harbour Marina, and includes names, addresses, phone numbers and information about the person's boat.

Class of Individuals: General public.

Purpose: This bank is used to document service agreements, insurance certificates, loss/damage reports, and complaints.

Consistent Uses: This bank provides information for billing and insurance claims.

Retention and Disposal Standards: Records are retained for 6 years after last transaction completed and then destroyed.

RDA Number: 99/004

Related PR#: TPA MAR 005

TBS Registration: 004366

Bank Number: TPA PPU 050

Personal Service Contracts
Description: This bank contains the terms and conditions of individuals employed on contract to the Authority, and includes names, addresses and phone numbers.
Class of Individuals: General public.
Purpose: The purpose of this bank is to provide documentation and authorization for personal service contracts.
Consistent Uses: This bank is used to record payment to individuals for income tax purposes as well as budgetary spending.
Retention and Disposal Standards: Records are retained for six years after expiry of the contract and then destroyed.
RDA Number: 98/005
Related PR#: TPA HRD 005
TBS Registration: 004367
Bank Number: TPA PPU 055

Power Vessel Operator's Permit
Description: This bank contains information relating to individuals who operate a power vessel in the Toronto harbour, and includes names, addresses, phone numbers, gender, date of birth and height.
Class of Individuals: General public.
Purpose: The information is used to process permit applications for individuals who operate a power vessel in the Toronto harbour. It ensures that boaters have a permit and have passed our safe boating test.
Consistent Uses: The information will be shared with the Toronto Police Marine Unit in the event of a boating infraction.
Retention and Disposal Standards: Applications are retained for 3 years after the last renewal of the permit and then destroyed.
RDA Number: 98/001
Related PR#: TPA POR 005
TBS Registration: 004444
Bank Number: TPA PPU 070

Property Services
Description: This bank contains information on owners or tenants of properties (land or buildings), and includes names, addresses and phone numbers.
Class of Individuals: General public, companies, institutions, government agencies.
Purpose: The bank is used to document property transactions such as leases, agreements, sales, exchange or purchase of lands.
Consistent Uses: The information in this bank is used to document the decision process in property matters.

Retention and Disposal Standards: Records are retained in active files while administration action continues. After transactions are closed the records are transferred to the TPA Archives for permanent retention.
RDA Number: 98/005
Related PR#: TPA COR 015
TBS Registration: 004368
Bank Number: TPA PPU 060

Researcher Registration
Description: This bank contains information about researchers visiting the Archives and their subject of research, and includes names, addresses and phone numbers.
Class of Individuals: General public.
Purpose: This bank documents the provision of archival services to researchers, and provides the archivist with research inquiry answers and statistics.
Consistent Uses: This information is used to record services and information to individuals, and for billing.
Retention and Disposal Standards: Individual researcher personal information is destroyed two years after visit.
RDA Number: 98/001
Related PR#: TPA COR 025
TBS Registration: 004369
Bank Number: TPA PPU 065

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Personnel Security Screening

Relocation

Travel

Classes of Personal Information

In the course of conducting the programs and activities of the Toronto Port Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information may include: requests for information, expressions of public support, personal opinions, offers of services, complaints, and other personal information such as name, address or phone number. This information is stored as part of the central registry files or in departmental subject

files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information normally is retrievable if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority, and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules for the general subject files in which they are stored.

Manuals

- Aerodrome Standards and Practices, TP 312, 4th ed.

- Airport Emergency Response Manual

- Airport Operations Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Toronto Port Authority under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the Toronto Port Authority.

Request for further information about the Toronto Port Authority and its various programs and functions may be directed to:

Toronto Port Authority
60 Harbour Street
Toronto, Ontario M5B 1J7

Telephone: 416-863-2000
Facsimile: 416-863-4830
Email: info@torontoport.com
Internet: www.torontoport.com

Reading Room

The Toronto Port Authority has designated the 6th floor meeting room as a reading room for the purposes of the Access to Information Act. The address is:

60 Harbour Street
Toronto, Ontario M5J 1B7

Transport Canada

Chapter 162

General Information

Background

The Department of Transport was established in 1936 by the Department of Transport Act, which amalgamated the functions of the Department of Railways and Canals, the Department of Marine and the Civil Aviation Branch of the Department of National Defence.

Responsibilities

Transport Canada is responsible for most of the transportation policies, programs and goals set by the Government of Canada to make sure the national transportation system is safe, efficient, environmentally sound and accessible to all its users.

Legislation

- Aeronautics Act
- Aeronautics Act, An Act respecting Regulations made pursuant to s.5 of the
- Air Canada Public Participation Act
- Airport Transfer (Miscellaneous Matters) Act
- Arctic Waters Pollution Prevention Act
- Bills of Lading Act
- Blue Water Bridge Authority Act
- Bridges Act
- Buffalo and Fort Erie Public Bridge Company Act
- Canada Labour Code
- Canada Marine Act
- Canada Shipping Act, 2001
- Canada Transportation Act
- Canadian Air Transport Security Authority Act
- Canadian National Montreal Terminals Act, 1929
- Canadian National Toronto Terminals Act
- Canadian Transportation Accident Investigation and Safety Board Act

- Carriage by Air Act
- Civil Air Navigation Services Commercialization Act
- CN Commercialization Act
- Coasting Trade Act
- Department of Transport Act
- Excise Tax Act
- Emergencies Act
- Emergency Preparedness Act
- Financial Administration Act
- Government Property Traffic Act
- Harbour Commissions Act
- Intercolonial and Prince Edward Island Railways Employee's Provident Fund Act
- International Rapids Power Development Act
- Marine and Aviation War Risks Act
- Marine Atlantic Inc. Acquisition Authorization Act
- Marine Insurance Act
- Marine Liability Act
- Marine Transportation Security Act
- Maritime Code
- Meaford Harbour, An Act Respecting
- Montreal, Port Warden Act
- Motor Vehicle Fuel Consumption Standards Act
- Motor Vehicle Safety Act
- Motor Vehicle Transport Act, 1987
- National Energy Board Act
- National Transcontinental Railway Act
- Navigable Waters Protection Act
- Non-Smokers' Health Act
- Northern Transportation Company Limited Disposal Authorization Act
- Northumberland Strait Crossing Act

- Ontario Harbours Agreement Act

- Pilotage Act

- Preclearance Act

- Public Safety Act, 2002

- Quebec Harbor, Port Warden Act

- Railway Relocation and Crossing Act

- Railway Safety Act

- Safe Containers Convention Act

- Shipping Act, Canada

- Shipping Conferences Exemption Act, 1987

- Ste-Foy-St-Nicolas Bridge Act

- Transportation Appeal Tribunal of Canada Act

- Transportation of Dangerous Goods Act, 1992

- United States Wreckers Act

- Winnipeg Terminals Act

Organization

Communications Group

The Communications Group is responsible for supporting management in providing effective two-way communication between Transport Canada and its employees, and with the Canadian public and stakeholders. This helps ensure the public is well informed of the department's activities and allows the department to take into consideration the concerns and views of the public in all its activities. The Director General, Communications, reports directly to the Deputy Minister. Five regional directors of communications report to regional departmental directors general.

Corporate Services Group

The Assistant Deputy Minister (ADM), Corporate Services is responsible for ensuring the provision of knowledge-based advice and sound management systems and services to the Department. These support services, which are continuously evolving to adapt to the changing needs of Transport Canada (TC), play an essential role in helping TC achieve its mandate. The Corporate Services Group comprises five directorates and three branches: Executive Services, Finance and Administration, Human Resources Technology and Information Management Services, Crown Corporation

Secretariat, Departmental Evaluation Services, Audit and Advisory Services and the Office of Comprehensive Reviews.

Executive Services Directorate

Executive Services supports the Minister's and Deputy Minister's offices, and senior departmental managers in meeting Transport Canada's responsibilities with respect to Parliament, transportation industry, and the general public, managing and administering internal audit and advisory services, access to information and privacy legislation, ministerial correspondence, and parliamentary and regulatory affairs.

Finance and Administration Directorate

Finance and Administration is responsible for ensuring the provision of advice, services and support in the areas of financial analysis and management, financial policy and systems; accounting operations; cost recovery; materiel and asset management; contracting; vehicle fleet management; building management; accommodation planning and design, physical security and business continuity planning.

Human Resources Directorate

The Human Resources Directorate works in partnership with all parts of Transport Canada to enable them to successfully meet their human resource requirements aiming to build a high performance, learning organization. The Directorate is responsible, either directly or functionally, for establishing an integrated framework of all human resource-related policies, programs, services, strategic advice and systems for the Department and provides functional guidance and support for HR operations. Responsibilities include classification and organization, staffing, pay and benefits, diversity and employment equity, official languages, learning and counselling, career development programs, awards and recognition, labour relations, human resources planning and strategies, and human resources Information systems.

Crown Corporation Secretariat

The Crown Corporation Secretariat provides policy advice to the Minister on matters pertaining to the following Crown corporations: Canada Lands Company Limited (including its subsidiaries, Old Port of Montreal Corporation and Parc Downsview Park), Canada Post Corporation, Royal Canadian Mint and the National Capital Commission. It

also coordinates and facilitates the provision of policy advice to the Minister on horizontal issues that impact his/her entire portfolio of Crown corporations.

Departmental Evaluation Services

The Departmental Evaluation Services assists TC managers in meeting the federal government requirements for increased accountability, effective and efficient management practices, and value-added and demonstrable results for Canadians. They also provide credible, meaningful and timely assessments of the ongoing needs and overall effectiveness of the Department's policies, programs and initiatives through the use of evaluation and results-based management.

Audit and Advisory Services

Audit and Advisory Services A&AS) conducts audits and reviews to provide the Deputy Minister and senior management with independent and objective assurance and advice on all important aspects of risk management, management practices and controls, and information used for decision-making purposes. In addition, A&AS provides secretariat services to the Transport Canada Audit and Review Committee and liaison services with the Office of the Auditor General.

Office of Comprehensive Reviews

The Office of Comprehensive Reviews is responsible for reviewing existing activities and operations to ensure that Transport Canada is as efficient and effective as possible.

Technology and Information Management Services Directorate

The Technology and Information Management Services Directorate is responsible for providing advice, services, support and functional direction in the areas of information management, technology and IM/IT security in the National Capital Region and five regional offices.

Regional Offices

Transport Canada activities that are handled in the regions include: transportation policy advice and co-ordination; regulatory surveillance, inspection, licensing and certification; regulatory compliance and enforcement; and transportation safety promotion. The five regional headquarters – in Vancouver, Winnipeg, Toronto, Montréal and Moncton – apply Transport Canada's programs, policies and standards in their geographical area,

and are the central points of contact in each region for the department's stakeholders.

Policy Group

The Policy Group is responsible for the development of transportation policies across all modes, with emphasis on the effective operation of the national system. This includes responsibility for developing policies supporting more efficient borders, gateways and trade corridors; market based frameworks; urban transportation; and all aspects of multimodal transportation. The group also handles the formulation of national legislation pertaining to an efficient and effective Canadian transportation system. Also included is the monitoring and analysis of the Canadian transportation system, annual reporting, economic studies, program evaluations, and research and development. In addition, the Policy Group coordinates Ministerial, international and federal-provincial activities and provides support for Parliamentary and Cabinet activities.

The Policy Group provides advice to the Minister of Transport, Infrastructure and Communities and senior management on a wide range of economic and policy issues pertaining to transportation, and provides information on how these issues fit within the new transport, infrastructure and communities portfolio and the broader government agenda. It fulfils its role through a multi-modal program of policy analysis, briefings, coordination, consultations, and economic analysis. This latter function develops and uses necessary data, forecasts, models, research, and intelligence to meet the department's objectives.

Six Directorates support the Assistant Deputy Minister – Policy

Air Policy Directorate

The Air Policy Directorate is responsible for the development and implementation of the government's economic policy frameworks for national and international air transportation services, airports and NAV Canada. Canada's permanent mission at the International Civil Aviation Organization (ICAO) in Montreal reports to the Director General. The Directorate provides ongoing policy advice to the Minister with a view to an efficient and effective air transportation system that responds to the needs of the general public and industry for air services within Canada and internationally. It is also responsible for the preparation of mandate papers for the negotiation

of bilateral air agreements in collaboration with the Chief Air Negotiator (at Foreign Affairs and International Trade) and the development of Canadian positions respecting air transportation in international fora.

Economic Analysis Directorate

The Directorate provides the Department with statistics, forecasts, economic analysis and economic research needed for informed policy and planning decisions. It undertakes the acquisition of data and maintenance of databases for all modes of transport. Forecasts of traffic demand and growth for selected modes are provided for use in policy development, planning and resource allocation decisions. The directorate carries out economic analysis to assess and quantify the economic impact of major transportation policy initiatives. In addition, it conducts economic research into current and anticipated future transportation issues.

International & Intergovernmental Coordination Directorate

The Directorate co-ordinates the Department's international activities, including involvement in overall Government of Canada foreign policy initiatives such as Asia-Pacific Economic Cooperation (APEC) and the Western Hemispheric Transportation Initiative (WHTI) of the Summit of the Americas. The Directorate also coordinates technical cooperation activities with other countries, as well as the Minister's participation in multilateral and bilateral international meetings. The Directorate participates directly in bilateral and regional free trade negotiations, as well as services negotiations at the World Trade Organization. It is also responsible for reviewing departmental initiatives to ensure compliance with the obligations that Canada has accepted under trade agreements. The Directorate provides analysis, advice, liaison and monitoring of policy files with important intergovernmental dimensions; assesses federal, provincial and territorial priorities; works with provincial and territorial governments; and co-ordinates the department's federal/provincial-territorial activities as well as the Minister's participation in multilateral and bilateral meetings with national stakeholders. This Directorate is also responsible for the development and implementation of policy initiatives that seek to provide accessibility to the national transportation system without undue obstacles for persons with disabilities and seniors.

Marine Policy Directorate

The Directorate is responsible for the development and formulation of domestic and international shipping policies, including liner policy and marine insurance and liability regimes. This activity includes the development of Canadian positions representing marine transportation for multilateral negotiations conducted within intergovernmental organizations [e.g. Organization for Economic Co-Operation and Development (OECD), International Oil Pollution Compensation Fund (IOPC), United Nations Commission on International Trade Law (UNCITRAL), International Maritime Organization (IMO), WTO, APEC and the North American Treaty Organization (NATO)]. On the domestic side, the Directorate is responsible for enforcing the Coasting Trade Act, reserving maritime transportation of passenger and cargo to Canadian registered duty-paid vessels. Ports policies are also developed with respect to Canada Port Authorities (CPA), as established by the Canada Marine Act (CMA). Marine Policy also provides policy advice related to the parent Crown Corporation, Ridley Terminals Inc. (RTI), a coal handling facility located in Prince Rupert. As well, it is responsible for the development and oversight of policies and programs for all aspects of federally subsidized ferry services, including Marine Atlantic Inc. (MAI). Further, it is responsible for overseeing the management contract with the St. Lawrence Seaway Management Corporation, as well as for the bilateral Seaway relationship with the U.S.

Surface Transportation Policy Directorate

The Directorate is responsible for the development, formulation and implementation of surface transportation policies and for the management of all developmental and economic regulatory activities of the Department in support of surface transportation. This includes: all railway freight policies and programs (including grain) and all surface passenger transportation policies, including the development and administration of rail passenger legislation, regulations and programs, as well as the administration of rail passenger subsidy programs and VIA Rail. It also includes federal government policy applicable to: trucking and motor coach transportation undertakings, the application of intelligent transportation systems and related funding initiatives for research, development and deployment; the funding of urban transportation and transit, land border crossing infrastructure and the economic impact of land border inspection policies and practices, surface

transport policies in NAFTA countries and the highway funding policy of the federal government.

Strategic Policy Directorate

The Strategic Policy Directorate has an integrative function within the Policy Group, as well as a corporate role in provision of strategic advice to senior management. Department-wide, the Directorate provides leadership in policy integration, and provision of strategic advice through mechanisms such as the Departmental Policy Committee, management of Cabinet and Parliamentary Affairs, and coordination on a range of policy matters.

The Directorate leads key policy development and implementation files where integration is fundamental, particularly the Pacific Gateway Initiative and gateways and trade corridors policy in general; strategic positioning of the transportation, infrastructure and communities portfolio; new policies and strategies on skills in the transportation sector; and research and development (R&D). This leadership role invariably involves collaboration with subject experts elsewhere in the department.

The Strategic Policy Directorate also undertakes the policy research necessary to develop long-term, strategic, multimodal transportation policy; and to advance the state of knowledge on specific, short and medium term policy priorities.

The Transportation Development Centre in Montreal serves as the Department's centre of expertise in technology R&D. It manages a multimodal R&D program aimed at promoting innovation in transportation while supporting the Department's strategic objectives and Federal government priorities.

Programs Group

The Programs Group is headed by an Assistant Deputy Minister (ADM) who is responsible for designing and delivering programs for airports, ports, highways and bridges, and for most of Transport Canada's environment-related activities. The Assistant Deputy Minister is assisted by three Directors-Generals: Airport and Port Programs, Environmental Affairs, and Surface Programs, as well as a Director of Strategic Planning and Communications.

Airports and Ports

This Directorate functions as landlord for the National Airports System airports transferred to local airport authorities; continues to explore divesture options for the remaining airports; oversees the administration of the Airports Capital Assistance Program, which assists airports not owned by the Government of Canada, by financing capital projects related to safety, asset protection and operating cost reduction; supports remote and non-transferred airports management and maintains transfer agreements; monitors the performance of the Canadian airport industry; negotiates transfer agreements and transfers of regional/local ports to provinces, municipalities, local groups and individuals interested in owning and operating them; operates public port facilities that have not yet been divested; terminates public harbour status of certain harbours once all of Transport Canada's interests have been divested; ensures Canada Port Authorities (CPA) conduct their affairs in accordance with the provisions of the Canada Marine Act, their Letters Patent and CPA Regulations; administers real property issues relating to public port facilities and CPA; manages post-transfer issues pertaining to NAV CANADA, and is responsible for the sale of surplus St. Lawrence Seaway properties to Canada Lands Company Limited.

Environment

This Directorate is responsible for developing and implementing Transport Canada's Sustainable Development Strategy; implementing and monitoring the department's environmental management system, which provides a framework for the department to conform to its environmental policy and improve its overall environmental performance; promoting sustainable transportation in Canada, including developing and implementing policies and programs on key issues, such as climate change, urban transportation and clean air; providing support for all departmental activities that have an impact on the physical environment, including environmental assessments and the remediation of contaminated sites; analysing the social, environmental and economic costs of transportation; researching and developing sustainable transportation indicators; and managing the property records related to Transport Canada's real property assets.

Surface

This Directorate is responsible for providing leadership in the development, negotiation and implementation of programs and strategies to improve the efficiency and safety of surface transportation in Canada; the management of federal/provincial/territorial highway and border contribution agreements; the implementation of transportation infrastructure projects under the Canada Strategic Infrastructure Fund and the Border Infrastructure Fund through a Memorandum of Understanding with Infrastructure Canada; overseeing the management of a number of federal vehicular bridge authorities, both domestically and internationally, including the Federal Bridge Corporation Limited and its subsidiaries, and the Blue Water Bridge Authority; the effective operation of Confederation Bridge through public/private partnership, as per the terms of the 35-year Operation Agreement (administered jointly with Atlantic Region); the administration of non-navigational assets of the St. Lawrence Seaway, including commercial administration of non-navigational real property assets; the implementation of future surface infrastructure applied research and development related programs (e.g. Intelligent Transportation System applications and National Highway System working group – jointly with Policy Group); completing studies and analyses to improve the efficiency, safety and socio-economic benefits of Canada's surface transportation system; and representing the Government of Canada on the Canadian National Committee of the World Road Association.

Safety and Security Group

The Safety and Security Group is responsible for the development of regulations and national standards, as well as for the implementation of monitoring, testing, inspection and subsidy programs, to contribute to safety and security in the aviation, marine, rail and road modes of transport. The Group administers the delivery of aircraft services to government and other transportation bodies. The Group develops and enforces regulations and standards under federal jurisdiction to promote public safety in the transportation of dangerous goods and to prevent unlawful interference in the aviation, marine, rail and road modes of transport. The Group also ensures that the Department is prepared to respond to transportation and transportation-related emergencies.

Executive Services Secretariat

The Secretariat is the focal point within the Safety and Security Group for the management, review, coordination and quality control of information, briefing products, and ministerial correspondence. This service is delivered by: coordinating/facilitating documents; reviewing and monitoring content (advising on quality control function); tracking; providing multi-modal editorial/translation services and monitoring and tracking access to information and privacy requests for Safety and Security.

Aircraft Services Directorate

The Aircraft Services Directorate (ASD) is responsible for the provision, maintenance, and continued modernization of a fleet of 78 aircraft and related services that are used to support Transport Canada's regulatory Civil Aviation and Marine Safety oversight programs as well as selected programs of other federal government departments including the Department of National Defence, the Department of Fisheries and Oceans' Canadian Coast Guard and Environment Canada as well as the Transportation Safety Board and NAVCANADA.

The services that are provided include: Aircraft flight operations, maintenance, engineering and support that enables clients and ASD pilots to carry out their operational duties. These duties include; regulatory monitoring and surveillance of the aviation industry; self-transportation to remote locations and aircraft accident scenes; pollution patrols and various Canadian Coast Guard programs related to the monitoring and maintenance of marine navigational aid facilities.

Training programs that enable over 400 pilots as well as ASD's maintenance staff to maintain their licence and skills as professional.

A complete maintenance/engineering service package, aircraft and personnel accommodations services for 6 Challenger aircraft. Based in Ottawa and part of 8 Wing Trenton, Ontario, this Challenger equipped squadron provides high-ranking government officials and foreign dignitaries with air transportation worldwide.

In order to meet clients' needs nationally, the ASD organization operates from 16 locations across Canada: a Headquarters base (main aircraft hangar and training center) located in Ottawa, six regional bases located at Moncton, Montreal, Hamilton, Winnipeg, Edmonton and Vancouver, and 10 bases at various locations which serve exclusively DFO/CCG operations. Each regional

facility is equipped with aircraft, maintenance and other support services suited to their local needs.

Aviation Safety

The aim of the aviation safety program is to provide an independent safety oversight of Aircraft Services Directorate flight and maintenance operations by identifying hazards and evaluating risks, discovering the circumstances, contributing factors and cause of incidents. This role will shift with the introduction of Safety Management System.

Client and Internal Services

The Client and Internal Services Branch provides professional planning, financial expenditure/ recovery and control, administrative, human resources, informatics, project management, and facility management (environment, site Safety, security and support) services for Aircraft Services' operations and client programs. The Branch is also involved in the development of policies and procedures, the development of Program Approval Documents and all planning and reporting requirements.

Engineering

The Engineering Branch is a Transport Canada approved Airworthiness Engineering Organization with delegated ministerial authority to approve changes to aeronautical product type design, modification design, and repair design in civil registered aircraft owned by Transport Canada, other government departments, and private sector clients. The Branch also holds assigned authority from the Department of National Defence for engineering approval services to 412 (Transport) Squadron.

Flight Operations

The Flight Operations Branch ensures the safe and efficient operation of the Transport Canada and Canadian Coast Guard fleets of airplanes and helicopters. This includes developing operational procedures and training programs for client and Aircraft Services pilots.

Technical Services

As an Approved Maintenance Organization (AMO), the Technical Services Branch provides maintenance on many fixed wing and rotary wing aircraft types. It is focused on providing a timely, quality and cost effective services tailored to the customer's needs.

Training

The Training Centre provides initial and recurrent training on the various aircraft and helicopters the Directorate operates and maintains. The Training Centre operates a state of the art Full Flight Simulator and a Graphic Design/Multimedia Communications Section.

Civil Aviation Directorate

The Civil Aviation Directorate is responsible for establishing and administering the regulations and standards necessary for the safe conduct of civil aviation within Canada. The directorate comprises twelve branches.

Aerodromes and Air Navigation

The Aerodromes and Air Navigation Branch is responsible for the regulation and safety oversight of Canadian airports and aerodromes and of providers of air navigation services in Canada and to international airspace delegated to Canada. The Branch formulates and maintains regulations, standards and guidance material intended to support the safe operation of Canadian airports/ aerodromes and Canadian air navigation service providers. Areas regulated include, for example, airport airside safety, airport maintenance and lighting, and emergency response at airports, noise and wildlife management in the vicinity of airports, air traffic services, aeronautical information services, airspace management, equipment used in support of air navigation, requirements for safety management systems, etc. Based on this body of regulation, the Branch conducts safety oversight through audits, inspections, daily monitoring and other risk management processes in order to assess the ongoing safety and regulatory compliance of Canadian airports/aerodromes and air navigation service providers.

Aircraft Certification

This Branch establishes and regulates standards for aeronautical products designed and operated in Canada, and guides the aerospace industry with respect to certification in highly technical fields such as aircraft design, structures, avionics; electrical and mechanical systems; power plants; equipment; and engineering flight tests. Each year, the branch approves more than 1,500 new and modified aeronautical products built or operated in Canada. This includes reviewing and verifying design and performance data; supervising and performing ground and flight tests; and awarding Transport Canada Type Certificates. Along with

the Aircraft Maintenance and Manufacturing Branch, Aircraft Certification is also responsible for ensuring the continuing airworthiness of aeronautical products.

Aircraft Maintenance and Manufacturing

This Branch is responsible for ensuring that all aircraft built or operated in Canada meet the required national or international airworthiness standards. Branch specialists issue flight authorization documents and Aircraft Maintenance Engineer (AME) licences, ensure that air carrier maintenance control procedures are effective, conduct company audits, inspections and on-the-spot aircraft checks, as well as approve maintenance, manufacturing and training organizations, programs and personnel. In conjunction with the industry, through the Canadian Aviation Regulation Advisory Council (CARAC) process, the branch is responsible for the continuous development of the regulations and standards governing maintenance and manufacturing.

Aviation Learning Services

The Aviation Learning Services Branch is responsible for the design, development and delivery of basic, advanced, and refresher training for Civil Aviation employees. The Branch is also involved in delivering training and providing learning services to external clients, including foreign aviation authorities, other government agencies and Ministerial delegates.

Civil Aviation Medicine

This Branch oversees the periodic medical examinations required by aviation personnel in accordance with the Canadian Aviation Regulations, the international standards, recommended practices laid down by the International Civil Aviation Organization (ICAO). The aeromedical certification program is conducted by using Civil Aviation medical examiners across Canada and around the world to conduct medical examinations. This Branch also provides advice on all problems connected with the health of travelers by air.

Commercial and Business Aviation

Commercial and Business Aviation is responsible for the safety regulation, inspection and monitoring of all Canadian business and commercial air operators, as well as foreign air operators who operate in Canadian airspace. Branch inspectors

conduct inspections, audits and evaluations in the areas of flight operations, cabin safety, the transportation of dangerous goods, and occupational health and safety on board commercial aircraft. This monitoring includes training programs and facilities, as well as technical performance evaluations on simulators and aircraft. In Headquarters, the Branch also develops policies, standards, guidance and regulations.

General Aviation

General Aviation is responsible for the safety regulations and standards pertaining to the licensing and testing of all pilots and flight engineers in Canada. The Branch is also responsible for the safety regulations, inspection and monitoring of all Canadian flight training units. Furthermore, it is also responsible for regulating aircraft registration and leasing and maintaining a Canadian civil aircraft register. General Aviation is responsible for the safety regulations and standards and safety oversight of recreational aviation and special flight operations, such as air shows. It also regulates and conducts safety oversight of all high powered and orbital/sub-orbital rocket launches in Canada.

International Aviation and Technical Programs

The International Aviation and Technical Programs Branch is made up of four core divisions, International Aviation, Foreign Inspection, Information Management, Technology and Support, and Technical Programs. The International Aviation Division is responsible for providing advice and support on international civil aviation matters. International Aviation participates in and coordinates technical input for the International Civil Aviation Organization (ICAO) and other international civil aviation bodies and provides strategic guidance to the Canadian Permanent Mission to ICAO. This branch coordinates within Transport Canada Civil Aviation and interdepartmentally, other international aviation initiatives such as the North American Aviation Trilateral and bilateral/trilateral liaison requirements of a special nature. International Aviation also provides a foreign liaison role with respect to technical visits by foreign delegations. The Foreign Inspection Division is responsible for the certification and safety oversight of all foreign air operators conducting commercial air services into and out of Canada; for certification and

continuing safety oversight of Specialty Air Service (SAS) operations conducted pursuant to the Free Trade Agreement; and for approving overflights within Canadian airspace and technical stops at Canadian airports. The Information Management, Technology and Support Division is responsible for the oversight of the Civil Aviation Directorate Information Management/Information Technology (IM/IT) program. The Division provides technical and strategic advice to internal and external clients, colleagues and senior management. The Technical Programs Division encompasses a number of on-going activities to achieve its mandate including: research and development, technical evaluations and assessments, provision of technical documentation, promotion of advances in technology, provision of technical leadership, assistance in the development of regulations/ standards, inspection/auditing support and the national/international harmonization of regulations, standards, and procedures.

Quality and Resource Management

The Quality and Resource Management Branch is responsible for the strategic planning and management of an Integrated Management System and a quality assurance program to measure and maximize the quality and effectiveness of Civil Aviation for Canada and Canadians, as well as contribute to the improvement of public confidence in the Civil Aviation Program. This Branch is also responsible to support and oversee all areas of Civil Aviation human resource planning, human and financial, specializing in activity standards and costing as well as reporting on the performance of the Civil Aviation Program. The Multimedia Publishing Services provides a variety of multimedia services to Civil Aviation and the Department in meeting its publishing, communications and training needs. The Division also manages the Departmental publications inventory, including all aspects of production and distribution.

Regulatory Services

The Regulatory Services Branch is responsible for developing and maintaining aeronautical legislation through the Canadian Aviation Regulation Advisory Council (CARAC). It is responsible for enforcing the regulations and taking corrective action (through fines, prosecutions and licence/certificate suspension). A legal team assists in presenting cases before the Transportation Appeal Tribunal of Canada – TATC. The Branch also develops and

standardizes aeronautical terminology to facilitate an understanding of the regulations, nationally and internationally.

Strategic Issues and Communications

The Branch is responsible for the strategic management of Civil Aviation high profile issues affecting the aviation industry, the public, and triggering media interest. This includes maintaining a consistent and systematic interrelationship between corporate, headquarters and regional operations, and the offices of the Assistant Deputy Minister, Deputy Minister and Minister. This office is also responsible for maintaining the Civil Aviation internal and external web site, the Civil Aviation Communications Centre, a one-stop service point for obtaining information on Civil Aviation as well as developing and managing internal communications strategies.

System Safety

System Safety is the focal point for safety intelligence in the Civil Aviation Directorate, which enhances system safety. Its mission is to provide Transport Canada Civil Aviation and the Canadian aviation community with timely, relevant and reliable safety intelligence and guidance for managing risks. As safety advisors, System Safety responds to aviation occurrences; analyzes safety issues, data and trends to provide proactive safety strategies; develops relevant education and promotion initiatives; and works with aviation organizations to develop custom safety activities. As the focal point for emergency preparedness activities in Civil Aviation, System Safety is also responsible for contingency planning, training and operations, which is carried out through the Civil Aviation Contingency Operations (CACO) division. Finally, System Safety is the focal point within the Civil Aviation Directorate for the management, review, coordination, quality control and tracking of responses to Transportation Safety Board (TSB) recommendations, safety advisories, information letters, draft investigation reports and other types of reports requiring action on the part of the department as it relates to aviation.

Marine Safety Directorate

The function of the Marine Safety program is to protect life, health, property and the marine environment, thereby contributing to an efficient and sustainable marine transportation system in which the public can have continued confidence. Marine Safety's mandate encompasses the full

spectrum of responsibilities related to the safety of vessels and environmental protection, including developing, administrating and enforcing national and international laws; promoting safe practice and procedures; overseeing training programs for officers and crews of commercial and recreational vessels; responding to Marine occupational safety and health issues; maintaining a Canadian ship registry; protection and safety of marine navigation and the protection of marine environment in Canadian waterways; licensing small commercial vessels; and overseeing pilotage matters. Marine Safety derives its authority from numerous pieces of legislation, including the Canada Shipping Act, Arctic Waters Pollution Prevention Act, Canada Labour Code, Coasting Trade Act, Navigable Waters Protection Act, and the Canada Marine Act. In addition, a variety of international conventions provide Marine Safety with powers and responsibilities as they relate to the marine transportation system in Canada, including foreign and domestic shipping.

Design, Equipment and Boating Safety Branch

This Branch is responsible for the development, implementation, and maintenance of legislation, regulations, standards, programs, policies, and procedures related to marine safety equipment including active and passive fire protection and lifesaving equipment, as well as vessel stability, load lines, plan approval, construction, electrical systems, and machinery. The Branch develops procedures and performance criteria for the delivery of programs in the regions, monitors results and adjusts processes and standards as required to achieve the desired performance and safety objectives. The Branch has corporate responsibility for small vessel safety, fishing vessel safety, high speed and special craft, and offshore and Arctic shipping safety, including related education and awareness. In addition, the Branch oversees the marine research and development program, manages the product approval program, and provides technical advice on matters pertaining to ship design, equipment, and the Arctic shipping regulatory regime. The Branch participates in international matters related to International Association of Classification Societies (IACS) and International Standard Organization (ISO), the Arctic Council and International Maritime Organization (IMO) committees and sub-committees. This Branch is also responsible to discharge the Minister's legislated

responsibilities pertaining to recreational boating law administration in Canada. The Branch's Office of Boating Safety (OBS) works closely with the recreational boating community, delivering prevention-based programs to reduce the safety risks and environmental impacts of boating across all waters of Canada.

Marine Personnel Standards and Pilotage

This Branch serves as the liaison amongst the four Pilotage Authorities, the Minister, marine industry, other government agencies and pilot associations. The Branch guides and participates in the development and approval of policies, standards and regulations for the provision of marine pilotage services to the domestic and international shipping industries. In addition, the Branch develops and administers examinations and training programs for the certification of mariners and is responsible for the control and issue of Certificates of Competency to Canadian seafarers. The Branch develops and implements Standards of Training, Certification and Watchkeeping Convention requirements. Also manages the Marine Emergency Duties Training Program, coordinates the Marine Occupational Safety and Health requirements, and reviews seafarer medical status. The Branch is also responsible for the development and maintenance of regulations and standards related to operator competency requirements for recreational boaters in Canada and for regulating private sector organizations who deliver the Operator Competency Program to the public.

Program and Technical Training Services

This Branch is responsible for a wide variety of services ranging from program administration for the Directorate to national technical training primarily for Transport Canada's Marine Safety employees. The technical training component includes research, design, development and delivery of multi-disciplinary technical courses/products and training reference materials as well as the conduct of training needs analysis/assessments. The Branch is accountable for the delivery and management of program services to the Marine Safety Directorate including strategic, business and resource planning, performance measurement, communications, strategies, plans and policies. The financial management function of the Branch incorporates activities such as budgeting and reporting, cost-benefit analysis, contract management, material asset management, procurement, accounts payable

and commitment control, variance analysis and revenue cost recovery. The Branch is also responsible for delivering a full range of human resource services including organizational design, classification, recruitment, succession planning, training and development, staff relations, etc. Several key functions of Human Resource within the Branch include recruitment of inspectors from marine industry, Ministerial and Governor-in-Council submissions to appoint employees as inspectors nationally, and maintaining the Salary Management System (SMS) for the Marine Safety Directorate. The Branch is also the focal point for the development, management and promotion of Marine Safety's national Information Technology systems. Information Management functions include management of Marine Safety publications, records, vessel inspection forms, Marine Inspectors' Bookshelf, and Directorate web sites, including the Marine Services Online portal. The Branch serves as the main support vehicle for all Directorate branches for services, advice, and policy and procedures development related to financial, human resources, IM/IT, material/facilities management, scheduling of non-technical training, and procurement programs.

Regulatory Services & Quality Assurance

The Regulatory Services component of this Branch is responsible for amending, processing and tracking Transport Canada legislation pertaining to marine safety matters including statutes, regulations, orders and procedures. The Branch ensures development of legislation and regulation in accordance with established standards and edits submissions forwarded for approval. The Branch processes miscellaneous amendments, deals with Standing Joint Committee queries, and coordinates legal issues related to legislative, regulatory and operational matters. The Branch also coordinates consultation and communication issues and provides professional advice and special consultative services to internal and external clients. The Branch offers project management services to Marine Safety to ensure efficient regulatory development. The Branch establishes procedures and support for the Board of Steamship Inspection including the dissemination of regulatory advisories. It houses the Canadian Marine Advisory Council (CMAC) Secretariat and the International Affairs Secretariat, coordinating conferences and liaison with international bodies including the International Labour Organization (ILO), the International

Maritime Organization (IMO) and other UN related agencies. This Branch is also responsible for a national quality assurance program to assess consistency and the effectiveness of the operations of Marine Safety. The Branch provides authoritative evaluations, reports, advice and recommendations on the quality and integrity of all aspects of the Marine Safety programs and directs the analysis, development and refinement of audit policies, standards, criteria, procedures and practices.

Operations & Environmental Programs

The Branch develops national policies, guidelines and standards governing the inspection and certification of domestic and foreign ships, manages Canada's Port State Control program and directs the conduct of investigations of marine accidents and incidents. In addition, the Branch manages the Canadian ship inspection program, the pollution prevention program, environmental response program, navigable waters protection program, as well as the co-ordination of the Port Warden and cargo associated programs. The environmental response program handles safety oversight, pollution prevention, monitoring of compliance with regulations, and enforcement by overseeing the pollution prevention aerial surveillance program, approving ship source pollution prevention and response plans on board large commercial vessels and oil handling facility response plans, certifying Response Organizations and monitoring their activities and exercises, and administering the Bulk Oil Cargo fee. The Navigable Waters Protection Program handles administration and enforcement of the Navigable Waters Protection Act, including approving acceptable interferences to navigation, removing obstructions to navigation, and acting as Receiver of Wreck for Canada. The Branch is responsible for the development, processing, implementation, and maintenance of marine policy legislation regulations, standards and programs concerning navigation safety and radio communications as well as the approval and acceptance of associated pollution prevention, navigation and radio equipment. The Branch directs the development and refinement of national policies, guidelines, standards and procedures governing the recording and registering of ships and the licensing of small commercial vessels. The Branch provides support services for the Directorate's International cooperation, regarding the International Maritime Organization (IMO) and other international organizations: APEC (Asia Pacific Economic

Cooperation), NAFTA (North American Free Trade Agreement) and the International Labour Organization (ILO) also covered by the Branch training and marketing.

Marine Security Directorate

The Marine Security Directorate is responsible for marine security policy, marine security regulatory affairs, and marine security operations, as well as functional authority for regional marine security operations through the Regional Directors. Through the Interdepartmental Marine Security Working Group, this Directorate has a lead role in the coordination of government-wide marine security initiatives. It is also responsible for the Marine Security Contribution Program.

Marine Security Contribution and Special Programs Branch

This Branch manages the delivery of the Marine Security Contribution Program, a national program designed to provide financial assistance to ports and marine facilities for security enhancements. The Branch is responsible for consulting with stakeholders, setting funding priorities, reviewing funding proposals and recommending projects for funding, managing the program budget, monitoring project completion and the effectiveness of the program.

Marine Security Operations Branch

This Branch acts as the functional authority for the Security and Emergency Preparedness Regional Offices (Marine), in helping industry to achieve compliance with marine security legislation and regulations through awareness, certification, inspection and enforcement. It has an education program that designs and delivers marine security training to Transport Canada Marine Security Inspectors, and recognizes on a voluntary basis marine security courses provided by private institutions in Canada. The Branch acts as the functional authority for the Transport Canada Marine Security personnel established in the interdepartmental Marine Security Operations Centres (MSOCs) that will detect, assess and prevent a direct or indirect marine security threat. The Branch has teamed up with the United States Coast Guard in order to conduct joint initial verifications on foreign ships entering the St. Lawrence Seaway. Marine Security Operations is also involved in international fora such as IMO, APEC etc.

Marine Security Policy Branch

This Branch provides Secretariat services and a centre of policy development and expertise for the Interdepartmental Marine Security Working Group which brings all 16 federal departments and agencies with responsibilities for marine security together to coordinate policy and program development. In performing these duties, the Branch leads a number of interdepartmental sub-committees to review the status of Canada's marine security system, carry out risk analysis, identify gaps and priorities for the system, and propose strategic and coordinated approaches to mitigate those gaps. The Branch also provides a source of policy analysis and develops internal policy guidance consistent with departmental directions in order to plan an effective Transport Canada response, whether it be legislative, regulatory, technical, or operational in nature. The Branch coordinates a strategic international approach for Canada's and Transport Canada's marine security programs in conjunction with partner departments, Transport Canada Groups and Marine Security Branches.

Marine Security – Regulatory Affairs Branch

This Branch plans, develops and amends the Marine Transportation Security Regulations and other legal instruments to maintain and enhance the security of the marine components of the National Transportation System. The Branch also works with Marine Security Policy and Operations Branches to develop standards and practices. As a part of these processes, the Branch works closely with internal and external stakeholders to ensure the development of instruments and policies consistent with Treasury Board's "Smart Regulations" policy and the harmonization of Canada's marine security regime with its international partners. Outreach activities involve participating in the development of training, guidance and awareness materials, including especially the provision of regulatory guidance and interpretation to stakeholders such as Marine Security Operations personnel and the marine transportation industry.

Marine Security – Strategic and Business Direction Branch

The Strategic and Business Direction Branch provides support to the Director General's office as well as the strategic planning, finance, administration, and human resource support functions for the Directorate. Another key

component of this Branch is the coordination of ministerial services.

Rail Safety Directorate

The Rail Safety Directorate is responsible for the development and enforcement of regulations, rules and standards governing safe railway operations in Canada under the Railway Safety Act. As well, it administers federal funding programs designed to improve the safety of highway/railway grade crossings. The Directorate is comprised of six branches: Audit & Quality Assurance; Engineering; Equipment & Operations; Funded Partnership Programs; Program Analysis & Performance; and Safety Policy & Regulatory Affairs.

Audit & Quality Assurance

The Audit and Quality Assurance Branch is responsible for the development, implementation and maintenance of a national quality assurance program in order to fulfill the requirements of the Treasury Board Secretariat, Transport Canada and Rail Safety's requirements for national consistency in the service delivery and assess the compliance and effectiveness of the Rail Safety Program. The Audit and Quality Assurance Branch is also responsible for the Railway Safety Management System compliance-monitoring program, coordination of technical/regulatory training, and the provision of advice and assistance on compliance activities.

Engineering

The Engineering Branch is responsible for the safety standards and monitoring programs of railway infrastructure including tracks, bridges, trespassing (access control), road crossings, railway signal systems and wayside inspection systems. The Branch is also responsible for identifying crossing safety improvements under the Grade Crossing Improvement Program, the elimination of train whistling in communities, and for ensuring the conduct of environmental assessments as required under the Canadian Environment Assessment Act (CEAA) and recommending the addition, the removal and the amendment to the rules and regulations.

Equipment & Operations

The Equipment and Operations Branch is responsible for monitoring railway operations and conducting safety audits on railway, freight and passenger equipment: motive power, rail cars, including cars carrying dangerous goods, train brakes and bulk storage installations on railway rights-of-way. The Branch is also responsible for administering the Occupational Safety and Health Program for rail under Part II of the Canada Labour Code, and administering the contingency planning process for rail emergencies.

Funded Partnership Programs

The Funded Partnership Programs Branch is responsible for the administration of the Grade Crossing Improvement Program, Direction 2006 and Operation Lifesaver. It is the focal point for education and awareness, communications and publications.

Program Analysis & Performance

The Program Analysis & Performance Branch is responsible for the planning and development of data systems, analysis of trends, and establishing performance indicators for measuring program results. The Branch is also responsible for financial and human resource planning and administration.

Safety Policy & Regulatory Affairs

The Safety Policy and Regulatory Affairs Branch is responsible for policy, regulatory and legislative development; protection of the environment; research coordination; consultation; harmonization of legislative/regulatory programs across Canada, as well as striving to reduce technical barriers throughout North America. This is achieved by developing and revising regulations, policies, rules and standards; engaging in research and development to improve public safety in transportation by rail; providing a public forum whereby railway safety issues and possible courses of action may be discussed; contributing to the Transport Canada Sustainable Development Strategy; responding to Transportation Safety Board (TSB) accident investigations and assessing alternative safety approaches.

Road Safety and Motor Vehicle Regulation Directorate

The Road Safety and Motor Vehicle Regulation Directorate coordinates federal government activities in road safety, motor vehicle regulation and commercial vehicle safety in order to reduce deaths, the severity of injuries, health impairment and property damage. Principal responsibilities include development and enforcement of safety standards for motor vehicles, tires and child restraints; regulation of the safe operation of extra-provincial bus and truck undertakings;

development of road safety countermeasures, liaison with the Motor Vehicle Test Centre; and, participation in co-operative federal-provincial road safety programs.

Motor Vehicle Regulation Enforcement

This Branch is responsible for the enforcement of the Motor Vehicle Safety Act and Regulations as they apply to the manufacture and importation of vehicles, tires and child restraints. The Branch is also responsible for the investigation of public complaints on alleged safety related defects and the monitoring of recalls in Canada.

Road Safety Programs

This Branch provides national leadership for the Road Safety Vision 2010 initiative -supported by all levels of Canadian government – aimed at making Canada's roads the safest in the world. This Branch is responsible for data collection and analysis; the development and implementation of Road Safety's collision investigations program including directed studies and special collision investigations; other research to identify national road safety improvement opportunities in the areas of vehicle, user and road infrastructure; and it provides national road safety information to stakeholders.

Standards Research and Development

This Branch is responsible for the development and implementation of applied research programs dealing with motor vehicle safety and human performance. The Branch is also responsible for the development of regulations, standards, and associated test methods to improve the safety of vehicles as well as the safety of commercial vehicle operations, and to protect the health and environment of Canadians from the harmful effects of motor vehicle use.

Strategies and Integration (SI) Directorate

Overall, the SI Directorate's accountabilities include the following: providing effective coordination of selected cross-modal issues by serving as a departmental strategic focal point and liaising with other departments; providing continuous improvement of Safety and Security's products and services; identifying information requirements, initiating studies and developing reports to address safety and security operational and reporting requirements; identifying, evaluating and coordinating planning for the management of information required to support

Safety and Security needs; leading and providing strategic analysis, advice, and guidance on the development and implementation of regulatory and legislative policies, plans, and frameworks; administering Memoranda of Understanding between Transport Canada and other government departments and agencies (e.g. Regulations Unit, Occupational Safety and Health, Transportation Safety Board, Search and Rescue); providing financial, human resource, and administration services for the SI Directorate, the Office of the Assistant Deputy Minister (ADM), the Associate ADM, and the Executive Services Secretariat; managing the Safety and Security Group Awards and Recognition Program; and providing communication services for clients in the Safety and Security Group and SI Directorate.

Program Support Branch

Program Support supports the Directorate, the Office of the Assistant Deputy Minister (ADM), the Associate ADM, and the Executive Services Secretariat of Safety and Security by providing the following services: financial and human resources services; administrative support (centralized services, such as telecommunications, training, ordering of supplies, accommodation issues); internal communications services, including web services; and management of the Awards and Recognition Program (Suggestion Award Program, Long Service Awards Program and various awards from Treasury Board and outside the Federal Government) for the Safety and Security Group and the SI Directorate. Program Support also has multi-modal responsibilities, such as maintenance of the language-training fund, Office of Primary Interest on Security issues and administrative functions relating to official languages.

Strategic Information Branch

Strategic Information provides statistical analyses and IM/IT business planning and investment expertise to the Directorate and the Safety and Security Group. Specifically, it monitors and reports on safety trends; provides value-added analyses on cross-cutting and modal-specific safety issues that will support the shaping of regulations and the targeting of outreach activities and will influence engineering changes; offers a range of IM/IT tools, products and services, including data quality assurance processes; facilitates the sharing of information both within the department and between organizations by developing a common taxonomy (classification of data terminology) and

safety data standards; establishes data sharing linkages and partnerships with, for example, the Transportation Safety Board, provinces, and stakeholders; and coordinates business information requirements and implements information management strategies and frameworks for the Safety and Security Group.

Strategic Management Branch

Strategic Management serves as a centre of expertise in the disciplines of quality management, risk management, and planning and performance measurement for the Safety and Security Group. Specifically, it manages the strategic planning process at the Safety and Security Group level; conducts analysis and environmental scanning to support the development of planning documents; develops and implements the process to coordinate business, financial and operating planning; acts as the focal point for liaison with Corporate Services on planning and associated performance reporting requirements; acts as the focal point within Safety and Security on risk management and other disciplines related to the Management Accountability Framework; and coordinates quality assurance-related processes at the Safety and Security Group level.

Strategic Initiatives Branch

Strategic Initiatives is responsible for horizontal legislative, regulatory and policy matters which impact on the Safety and Security Group and the department. It monitors legislative/regulatory developments occurring within the department, and within the government, nationally and internationally; provides advice, guidance and analysis on legislative/regulatory issues, trends, opportunities and implications; develops cross-modal legislation, such as the Transportation Appeal Tribunal of Canada Act; leads the department's Smart Regulation Working Group and the Regulatory Affairs Coordinating Committee; and, oversees the department's Regulations Unit.

Security and Emergency Preparedness Directorate

Transport Canada is the lead in the Canadian federal government for transportation security. Within Transport Canada, the Security and Emergency Preparedness Directorate works to safeguard the integrity and security of the national transportation system and provides an effective emergency preparedness capacity. This includes developing multi-modal security frameworks

and identifying key government transportation security priorities over the next several years in collaboration with other federal partners.

With respect to aviation security, Security and Emergency Preparedness works across the Canadian federal government, and with industry and other countries to promote the security of Canada's aviation system, uphold public confidence, and promote an efficient and competitive aviation system.

Emergency Preparedness Branch

The mandate of the Emergency Preparedness Branch is to ensure that, in all incidents, emergencies and crises, Transport Canada, with the support of other departments, agencies and the transportation industry, is ready to help maintain the best possible transportation system for Canada and Canadians. The mandate is met through Branch activities such as planning, exercises, training, response, awareness and quality assurance review. In addition, the Branch is responsible for the planning and implementation of the National Critical Infrastructure Assurance Program for Transport. The Branch provides departmental liaison with, and leads departmental initiatives originating from, Public Safety and Emergency Preparedness Canada (PSEPC). The Transport Canada Situation Centre (TCSC), also part of the Branch, is the emergency response centre for the federal Department of Transport. It is the focal point of the Department used by senior management to direct crises and emergencies. In addition, the TCSC is the main communications link to the Government Operations Centre PSEPC, as well as other government departments' response centres.

Intelligence Branch

The Branch provides assessments of tactical and strategic intelligence on threats to the transportation system, to departmental decision makers and stakeholders, and liaison with the Canadian Security and Intelligence Community, other institutions, in Canada, U.S. and other countries. This Branch manages the departmental personnel security screening and the Transportation Security Clearance (TSC) programs. Government Security Clearances are issued to those departmental employees who require access to classified information, and Transportation Security Clearances are issued to those individuals who require access to a restricted area of transportation facilities.

Rail Security Task Force

The Task force was created to provide timely leadership and technical expertise to develop and implement an "immediate action plan" to improve security for rail and urban transit, complete the Rail and Urban Transit Security Policy Review and to establish on-going structures to identify long-term comprehensive options for rail and transit security to address security priorities which would enhance security for passenger rail and urban transit. The task force is also required to assess the security gap between federal/provincial/municipal jurisdictions and facilitate the necessary collaborative approach to enhance security in the surface transportation sector and to expand assistance to partners in the sector, in the following areas: the development of security assessments and plans, best practices and guidelines; enhanced security information-sharing networks; stronger incident tracking and trend analysis; security technology research and development initiatives targeted at high volume passenger transportation; and increased coordination of international and intergovernmental efforts on surface transportation security.

Regional Directors, Transportation Security and Emergency Preparedness

The Regional Directors, Transportation Security and Emergency Preparedness are accountable for directing, within the Region, Transport Canada's program to monitor the application of the National Transportation Security Program, its provisions and standards for all modes as stipulated in various Transport Canada Acts (such as the Aeronautics Act, the Marine Transportation Security Act, the Railway Safety Act) and international conventions and for related enforcement activities; administering and enforcing the Government's Security Policy to protect assets, its people, information, services; leading or serving as a key member of intergovernmental security and planning and coordinating committees concerned with international conferences or events; and for the direction of the Region's Emergency Preparedness program, the continuing readiness of the regional situation centre, contingency planning, and responses to transportation emergencies.

Regulatory Affairs – Security

This Branch plans and develops regulations, standards and practices to maintain and enhance, as appropriate, adequate levels of security for multi-modal components of the National Transportation System with the exception of Marine Security. The Branch works closely with stakeholders, including the Canadian Air Transport Security Authority (CATSA), to provide regulatory guidance and interpretation in carrying out their transportation security responsibilities. In addition, the Branch formulates the departmental position on non-marine international transportation security activities, provides assistance in the implementation of transportation security policies, and liaises with other countries and international organizations such as the International Civil Aviation Organization (ICAO). It is also responsible for the coordination of the federal government's security position on air routes.

Security Operations Branch

The Branch manages the Security Awareness Programs, which are directed at the aviation and rail industry, staff at transportation facilities, and the traveling and general public. The Branch designs and delivers training for the professional development of Transport Canada Transportation Security Inspectors. The Branch designs training programs in transportation security for the use of the transportation industry, in aviation and rail. The Branch is the departmental liaison with the Royal Canadian Mounted Police (RCMP) and other police agencies on security and criminal matters; performs air carrier inspections at offshore destinations to ensure the integrity of the National Civil Aviation Security Program; assists in the development of multi-modal policies, standards, legislation and training courses to ensure a high level of security for the National Transportation System; acts as the functional authority for Regional Directors, Transportation Security and Emergency Preparedness, to help industry achieve compliance with security legislation, and monitors the consistency of inspection and enforcement of the National Transportation System across the country, and conducts quality reviews and assessments of Regional security offices. The Branch also conducts external security audits.

Security Policy Branch

This Branch identifies areas of concern related to transportation security policy and determines, in consultation with others, an effective response whether it is regulatory, technical, or operational in nature. The Branch monitors developments in transportation security in Canada and abroad, and identifies potential implications for Canada and the Department; develops security policy including

broad legislation plans; provides strategic direction and advice on the development, implementation and enhancement of transportation security policies designed for the National Transportation System with the exception of Marine Security; conducts risk/threat assessment and on-site vulnerability assessment of facilities; identifies the need for research on complex social, financial, political and economic issues related to national transportation security; evaluates effectiveness of security programming and response in an evolving environment; consults with other levels of government, internationally and with industry representatives on transportation security policy issues; negotiates bilateral and multilateral agreements and partnerships with domestic and international clients; and formulates Canada's position on non-marine international policy matters involving transportation security.

Security Technology Branch

This Branch is responsible for providing leadership and strategic advice regarding advanced security technologies and equipment to enhance security in all modes of transportation. The key priorities are: 1) provide technical input into Security and Emergency Preparedness policy, legislative and regulatory development and to Transport Canada's monitoring and enforcement program; 2) develop security technology performance standards that are flexible enough to adapt changing regulatory environments to emerging security threats; 3) work co-operatively with other offices and government departments, other countries and international agencies to promote and support the development and implementation of harmonized technology performance standards and the accompanying auditing and monitoring programs to ensure on-going system performance; 4) direct and manage a research and development program for the Security and Emergency Preparedness Directorate. This includes developing innovative solutions and examining emerging technologies in the area of transportation security through research and development, and evaluating proposals to assess their viability to meet Canadian transportation security requirements.

Strategic and Business Direction

The Strategic and Business Direction Branch provides business planning, finance and administration services, ministerial services and human resources support for the Directorate including the Director General's office. In addition,

the Branch provides strategic advice to Canadian Air Transport Security Authority (CATSA) with respect to legislated parliamentary reporting requirements and governance issues.

Transportation Security Coordination

The Transportation Security Coordination Branch is responsible for coordinating and acting as a focal point for the Department's international transportation security commitments, including bilateral and multilateral transportation agreements (e.g. the Security and Prosperity Partnership of North America). The key functions of this Branch are to organize, oversee, disseminate, consult and report on international transportation security priorities within the Department, as well as with Transport Canada stakeholders and other government departments.

Transport Dangerous Goods Directorate

The Transport Dangerous Goods Directorate serves as the major source of regulatory development, information and guidance on dangerous goods transport for the public, industry and government. The Directorate administers the federal Transportation of Dangerous Goods (TDG) program to promote public safety in the transportation of dangerous goods by all modes of transport throughout Canada. Activities include the development of standards and regulations, inspection and enforcement policies related to the handling, offering for transport, transporting, importing, in transit storage of dangerous goods and the manufacture, use and testing of standardized means of containment. It coordinates federal-provincial/territorial activities to ensure consistent Canada-wide delivery of the TDG program and to facilitate interface between modes. The TDG program's objectives are to prevent accidental releases and to ensure that appropriate response measures are in place in the event of an accidental release. The Directorate also puts in place tools for emergency response support (including CANUTEC).

Canutec

Canutec is the Canadian Transport Emergency Centre operated by Transport Canada. It is a 24-hour bilingual emergency response information centre for transportation accidents involving dangerous goods. Canutec produces the Emergency Response Guidebook and conducts research on emergency responses to chemical releases.

Compliance and Response Branch

The Compliance and Response Branch ensures compliance with the Transportation of Dangerous Goods Act, 1992 and Regulations through national awareness, inspection, investigation, enforcement and "emergency response assistance plan" registration program. The Branch is responsible for liaison with federal departments, the provinces, territories and US and international agencies. This Branch manages the Transport Canada attendance at accidents involving dangerous goods. The Branch is responsible for training of all federally designated Transportation of Dangerous Goods (TDG) inspectors and provincial, territorial and foreign TDG inspectors.

Legislation and Regulations Branch

The Legislation and Regulations Branch is tasked with maintaining the Transportation of Dangerous Goods Act, 1992 and Regulations in a manner consistent with international, provincial and modal harmonization. This role includes representing Canada in United Nations (UN) Transportation of Dangerous Goods meetings.

Regulatory Affairs Branch

The Regulatory Affairs Branch is responsible for the content of the federal Transportation of Dangerous Goods Act, 1992 and Regulations. This role includes representing Canada in North American Free Trade Agreement (NAFTA) meetings regarding dangerous goods. The Branch takes the lead in development of national and international standards for the manufacture, selection and use of dangerous goods transport containers and manages a container facility assessment and approvals program. The Branch also issues permits for equivalent level of safety when deviations from the regulations are warranted.

Research, Evaluation and Systems Branch

The Research, Evaluation and Systems Branch applies risk management techniques to examine issues of concern and contribute to the development of regulations, including evaluating the impact of regulatory requirements, undertaking research for the development of standards and regulations for means of containment, developing tools and guidelines for inspectors and emergency responders, responding to Transportation Safety Boards documents and managing the design, development and implementation of management information systems.

Resource, Planning and Special Projects Branch

The Resource, Planning and Special Projects Branch develops and manages the implementation of strategic and operational frameworks, provides analyses, financial and human resources advice as well as administrative services to the Directorate. It also offers advice to the Director General and other senior management within the Directorate and represents the Director General and the Directorate in consultations, on committees and in handling assigned dockets. The Branch is home to the Directorate's Radioactive Materials Specialist.

Information Holdings

Program Records

Communications Group
Communications Activities
Description: Information on the department's media/public relations, planning and assessment activities, internal communications, promotional activities, as well as other services that they provide.
Topics: Inquiries; media relations; news clippings; communication plans; public opinion research; internal communications; employee newsletters; exhibits and displays; audio-visual productions; special events; advertising; news releases; backgrounders; speeches; Federal Identity Program; directories; publishing/corporate publications; external and internal corporate Website.
Access: Files are arranged by subject and date.
Format: Paper files, electronic files, and EDP systems.
Program Record Number: DOT COM 010

Corporate Services Group

Advisory Services
Description: Studies and projects undertaken for managers across the department using teams of internal and external consultants.
Topics: Projects that assess and recommend improvements to management on the operational effectiveness and efficiency of programs; systems controls and practices based on a management model.
Program Record Number: DOT ARE 320

Audits

Description: Information on the efficiency, economy and effectiveness of internal departmental management of organizations, functions and systems. Reviews of agreements, internal departmental functions and operations on behalf of group heads. Internal audit reports can be accessed on the web.

Topics: Objective examination of evidence for the purpose of providing an independent assessment of risk management, strategies and practices, management control frameworks and practices, and information used for decision-making and reporting.

Program Record Number: DOT ARE 325

Conferences & Committees

Description: Information on all senior executive conferences and committees in which the Department is involved in or required to make submissions to.

Topics: Senior Management Conference, Transport Canada Management Executive Committee.

Program Record Number: DOT COD 015

Crown Corporation Matters

Description: Information on policy advice to the Minister related to Canada Lands Company Limited (including its subsidiaries, Old Port of Montreal Corporation and Parc Downsview Park), Canada Post Corporation, Royal Canadian Mint and the National Capital Commission.

Topics: Governance and strategic direction.

Access: Files are arranged by organization.

Format: Paper files and electronic files.

Program Record Number: DOT COD 065

Legislation

Description: Information on all federal legislation to which the Department is subject and which it must implement.

Topics: Background Papers, Memoranda to Cabinet; draft of all Bills presented to Parliament; regulations, orders, proclamations, Governor in Council submissions.

Program Record Number: DOT COD 045

Parliamentary Matters

Description: Information on written and oral questions in Parliament and other information required by Parliament, its committees, or other government institutions.

Topics: Order Paper questions and petitions; question period; government and private members' bills; motions for the production of papers; parliamentary committees; tabling of reports and returns.

Program Record Number: DOT COD 055

Regulatory Matters

Description: Information on the monitoring of departmental rule making, participation in projects involving departmental statutes and subordinate legislation, and the implementation of systems and procedures to provide departmental users and the private sector with consolidated regulatory material.

Topics: Regulatory reform; regulations consolidation; central registry for regulations and statutory instruments; Special Committee of Council; Standing Joint Committee for the Scrutiny of Regulations.

Access: Regulations held on the Internet and CD ROM.

Program Record Number: DOT COD 060

Policy Group

Policy Group Website

Description: Overall website providing general information regarding the Policy Group documents and publications, as well as links to more narrowly defined policy websites.

Topics: The main policy group website provide access to electronic policy information and files for all modal groups, economic analysis, corporate relations, accessible transportation and statistics.

Access: Files available electronically. Links on the left side of the page provide additional information.

Program Record Number: DOT PPD 002

Air Forecast Information

Description: Information on future aviation traffic for passengers, aircraft movements, revenue-passenger-kilometres and air cargo in Canada. The traffic forecasts fall into the category of national aggregate forecasts and include enplaned and deplaned revenue passengers at all reporting airports, revenue passenger-kilometres (all reporting carriers at all reporting airports), total itinerant aircraft movements at all tower and non-tower airports, and enplaned and deplaned air cargo for major and charter air carriers at all airports.

Topics: Number of interrelated state-of-the-art models that draw on data from numerous sources including government, private firms, the airline industry and international organizations.

Access: Aggregate aviation forecasts are publicly available.

Format: The aggregate forecast is available on the Transport Canada Web site.
Program Record Number: DOT ACA 300

Appeals from the Canadian Transportation Agency (CTA) Decisions

Description: Information on individual appeals filed with the Minister (prior to 1988), and petitions filed with the Governor-in-Council concerning Canadian Transportation Act (CTA) decisions, pursuant to sections of the CTA.
Topics: Notices of appeal; submissions of appeals; answers and replies; analysis and recommendations to Minister; ministerial opinions; petitions; interventions; recommendations to council; Orders-in-Council.
Access: Files arranged by topics.
Program Record Number: DOT ACE 030

Conferences and Committees

Description: Information on all conferences, committees and associated sub-committees in which the Department collaborates with other federal departments, agencies of other provincial, territorial and international governments, international organizations and industry groups.
Topics: Committees and conferences (interdepartmental, intergovernmental, international); organizations, Councils of Ministers and Deputy Ministers responsible for Transportation and Highway Safety, Canadian Standards Association (CSA), Organization for Economic Cooperation and Development (OECD), NAFTA, European Conference of Ministers of Transport (ECMT), European Economic Commission (ECE), United Nations Conference on Trade and Development (UNCTAD), Asia-Pacific Economic Cooperation (APEC), Western Hemisphere Transportation Initiative (WHTI), Free Trade Agreement of the Americas (FTAA)].
Access: Files arranged by subject or name of committee; government; governmental department or agency; organization.
Program Record Number: DOT COD 016

National Air Policy

Description: Information on the development of government policy initiatives on national air services and airports.
Topics: Economic regulatory framework for air carriers (including inter alia Canadian ownership and control requirements, airline mergers and acquisitions, financial requirements for air carriers), airports (including governance, charging principles, Crown rent policy, ancillary activities), Nav Canada (non-technical issues); International Civil Aviation

Organization; International trade and investment policy in relation to air services; regulation of computer reservations systems.
Access: Files arranged by topics, airports, organizations.
Program Record Number: DOT ACE 310

Domestic Marine Policy

Description: Information on the development and implementation of government policy initiatives with respect to the Canadian coasting trade, the national ports system, and the Great Lakes/St. Lawrence Seaway. Also, information on policies and programs for the administration of subsidies and operating agreements with ferry and coastal services.
Topics: Ports; CMA; St. Lawrence Seaway; Great Lakes St. Lawrence Seaway Study; Canada/U.S. bilateral arrangements (Seaway); Marine Industry Benefits Study; National Marine and Industrial Council; shortsea shipping; Coasting Trade Act; Canadian flag fleet; ferry and coastal services; ferry subsidies; ferry levels of service and tariffs; ferry terminals and vessels.
Access: Files arranged by subject or name of project or initiative.
Format: The report on the CMA review and copies of submissions are available on CD ROM.
Program Record Number: DOT PCM 280

Highways

Description: Information on policies, studies and funding of highways, federal-provincial collaboration in highway projects.
Topics: Information on highway, and border infrastructure policies and programs.
Access: Files arranged by subject, name of project or highway, or geographical location.
Program Record Number: DOT DSH 255

Intelligent Transportation Systems (ITS)

Description: Information on policies, studies and programs for the planning, development and implementation of these systems.
Topics: ITS planning; ITS architecture and standards; ITS Research and Development; ITS deployment; ITS – Borders and Security; ITS funding; ITS partnerships; ITS industry.
Access: Files arranged by subject or name of project or initiative.
Program Record Number: DOT ITS 415

International Air Policy

Description: Information on the development and implementation of government policy initiatives with respect to the negotiation of bilateral air agreements with foreign countries, and regarding

international civil aviation.

Topics: Administration; air rights and air relations; country files (including mandate papers); international civil aviation and economic organizations; transport policy; airlines.

Access: Files arranged by subject, organization and country.

Program Record Number: DOT ACE 315

International Marine Policy

Description: Information on the development of government policy with respect to economic aspects of the international maritime sector, including shipping conferences, marine liability, marine and war risks insurance and maritime bilateral and multi-lateral agreements, under the auspices of United Nations Commission on International Trade Law (UNCITRAL), Asia-Pacific Economic Cooperation (APEC), Organization for Economic Cooperation and Development (OECD), World Trade Organization (WTO), North American Free Trade Agreement (NAFTA), International Maritime Organization (IMO), International Oil Pollution Compensation Fund (IOPC) and the North American Treaty Organization (NATO).

Topics: Shipping Conference Exemption Act 1987; Marine Liability Act; International Maritime Organization (IMO) Legal Committee; APEC Maritime Initiative Group; International Oil Pollution Compensation Fund, United Nations Commission on International Trade Law, Working Group on Transport Law.

Access: Files arranged by subject or name of committee; government; governmental department or agency; organization.

Program Record Number: DOT DRD 040

Investigation of the Full Costs of Transportation

Description: A long-term research initiative launched to estimate the full costs of transportation by mode and by jurisdiction, including the financial and social costs of transportation.

Topics: Economic analysis; costs; financial costs; social costs of congestion; accidents; emissions; allocation of common costs; all modes of transportation.

Access: Research reports posted on the website of the department.

Program Record Number: DOT PPD 001

Railway Passenger Services

Description: Information on railway policies, programs, regulations, freight transportation operations and services, capacity, grain transportation and handling.

Topics: Lands; buildings; legislation; regulations; leases; finance; operations; maintenance; traffic; freight; rates; rights-of-way; main and branch lines; terminals; labour, environment.

Access: By subject, project and location.

Program Record Number: DOT DSH 285

Railways/Freight and Grain

Description: Information on railway policies, programs, regulations, freight transportation operations and services, capacity, grain transportation and handling.

Topics: Lands; buildings; legislation; regulations; leases; finance; operations; maintenance; traffic; freight; rates; rights-of-way; main and branch lines; terminals; labour, environment.

Access: By subject, project and location.

Program Record Number: DOT DSH 285

Strategic Policy Direction

Description: Information on the departmental strategic planning process and on corporate priorities as well as the periodic review of departmental objectives.

Topics: General information on all modes and on strategic planning processes.

Access: Files arranged by mode, by subject.

Program Record Number: DOT PPD 005

Strategic Policy Development

Description: Information on policy development services and advice on multi-modal transport issues, monitoring and analyzing transport systems and formulating system strategies and proposals for government action as appropriate.

Topics: General information pertaining to all modes, transportation skills development initiatives, the transport, infrastructure and communities portfolio, and gateways and trade corridors; research & development reports; policy research studies; Cabinet and Parliamentary Affairs.

Access: Files arranged by mode, by subject.

Program Record Number: DOT PPD 010

Transportation of Persons with Disabilities

Description: Information on activities related to the implementation of the federal policy on transportation of persons with disabilities and seniors; research, development and demonstration; Minister's Advisory Committee on Accessible Transportation.

Topics: Federal policy on transportation of persons with disabilities and seniors; research, development and demonstration; public education.

Access: By subject, by committee.

Program Record Number: DOT COD 020

Urban, Intermodalism and Motor Carriers

Description: Information on urban transportation, intermodalism, interprovincial and international motor carrier (truck and bus) industry, and intergovernmental relations both federal-provincial and international.

Topics: Urban transportation, intermodalism, commercial trucking, intercity and charter bus transportation, federal and provincial regulations and laws and studies.

Access: Files arranged by subject, name of committee, organization.

Program Record Number: DOT DTS 276

Programs Group

Airport and Port

Description: Information on airport transfers, lease management and NAV CANADA, and on the establishment, administration, development, operation and maintenance of public ports and port facilities, including the establishment and collection of user charges.

Topics: Operation of residual Transport Canada (TC) airports, monitoring of transferred National Airport System (NAS) airports, lease administration for NAS airports, Airports Capital Assistance Program, NAV CANADA issues; Facilities, studies, harbours and ports, harbour masters, property records, rules and regulations, tariffs and fees.

Access: By subject and geographic name of port or port facility.

Format: EDP systems, hardcopy, RDIMS, RIMS and Website.

Program Record Number: DOT APH 001

Environment

Description: Information on environmental policy, practices, standards and programs.

Topics: Sustainable Development, Sustainable Development Strategy (SDS); Environmental Management Systems (EMS); sustainable transportation programs including the Freight Efficiency and Technology Initiative (FETI), Freight Efficiency Program (FEP), Green Commute, Transit Pass Program, Moving On Sustainable Transportation (MOST), Advanced Technology Vehicles Program (ATVP), Fuel Consumption Program (FCP), and the Urban Transportation Showcase Program (UTSP); climate change; impacts and adaptation; active transportation; alternative fuels and additives; transit; vehicle efficiency; environmental protection; environmental assessment; Strategic Environmental Assessment (SEA); contaminated sites remediation and risk management; air emissions including smog, greenhouse gases, and ozone depleting substances; water quality including aircraft/runway de-icing, waste management, environmental emergencies; audits; and the social, environmental and economic costs of transportation; real property assets.

Format: Hard copy; Transport Canada (TC) Web site – Environmental Affairs.

Program Record Number: DOT DEA 043

Surface

Description: Information on bridges and tunnels, Trans-Canada Highway, Strategic Highway Infrastructure Program, World Road Congress (Canadian National Committee – Permanent International Association of Road Congress, CNC-PIARC), Canadian Strategic Infrastructure Fund, Border Infrastructure Fund.

Topics: highway contribution agreements, international/inter-provincial/provincial bridge structures, Confederation Bridge Operation Agreements, Managed Asset Agreement/ Management, Operation and Maintenance Agreement with the St. Lawrence Seaway Management Corporation, CNC-PIARC list of members, committees and Canadian road companies.

Access: Hard copy, web site.

Program Record Number: DOT PEH 100

Safety and Security Group

Aerodromes and Air Navigation

Description: Information on safety and regulatory oversight of Canadian airports and aerodromes, Canadian civil air navigation service providers and related areas such as airspace management, aeronautical information services (AIS); noise and wildlife management in the vicinity of airports, requirements for safety management systems for airports/aerodromes and air navigation service providers.

Topics: 5100 Block includes Obstructions & Restricted Areas; Aerodromes Safety – Standards and Regulations; Audits (airport and aerodrome); Land Use and Zoning; Wildlife Management; Noise Management; Certification; Emergency Response Services 5400 Block includes NAV Canada's Operating Certificate; safety oversight; aeronautical studies; aviation weather standards; Communication Navigation Surveillance (CNS)/Air Traffic Management (ATM) systems; air traffic control standards; airspace.

Access: Files arranged by subject and geographical site location.

Format: EDP systems and paper records.

Program Record Number: DOT SCA 053

Air Cushion Vehicles (ACV)
Description: Information on all aspects
of air cushion vehicles.
Topics: Regulations; registration; licensing;
certification; inspection; training; examination and
certification of personnel; companies; equipment;
material; research and development; and accidents
and investigations.
Access: Files arranged by subject, names
of personnel, and name, type and registration
mark of ACV.
Format: EDP systems.
Program Record Number: DOT MSS 240

Aircraft
Description: Information on aircraft inspections,
operations, types of aircraft.
Topics: Registration, inspection and operation.
Access: Files arranged by subject and
aircraft markings.
Format: EDP systems and microfilm.
Program Record Number: DOT DLC 100

Aircraft Operations
Description: Information on types of aircraft
operated by the Department of Transport.
Topics: Flight Operations; Technical Services;
Quality Assurance.
Program Record Number: DOT AAA 090

Air Traffic Operations
Description: Information on the development
of policies, rulings, and rates for air carriage of
freight, mail and passengers. It includes details
of operations and certificates of commercial
airline companies, flying clubs and schools,
and Air Canada.
Topics: Express and freight; air carriage of
mail; passenger traffic; airline companies; flying
clubs; flying schools; operating certificates; and
Air Canada.
Access: Files are arranged by subject, airline,
flying club, or school.
Program Record Number: DOT DLC 095

Air Transportation Security
Description: Information on airport and air
carrier security.
Topics: Restricted areas; passenger screening; air
carriers; airports; legislation; regulations; policies;
agreements; procedures; ICAO; security programs;
security technology; inspections; enforcement.
Access: Files arranged by subject, name of
airport, class of air carrier (i.e. domestic or foreign).
Format: Paper, Electronic (RDIMS), EDP Systems.
Program Record Number: DOT ABS 120

Aviation Safety
Description: Information on the administration of
national air transportation safety programs.
Topics: Safety promotion projects such as Pilot
Decision Making; Company Aviation Safety
Management and Human Performance programs;
research and analysis data; educational materials,
posters, pamphlets, videos, newsletters.
Access: Files arranged by subject and project.
Program Record Number: DOT DSP 115

Civil Aviation Medicine
Description: Information on airline associations,
organizations, regional medical officers, medical
examiners, standards, examinations, research,
medical records of civil aviation personnel.
Topics: First aid kits; flight time limitation and
fatigue; regional medical officers and examiners;
medical equipment; medical records of civil
aviation personnel.
Access: Files arranged by subject and name.
Format: EDP systems and microfilm.
Program Record Number: DOT DAM 130

**Civil Aeronautical Products – Safety
and Approval**
Description: Information on aircraft, types
and specifications, tests and approval of
aeronautical products.
Topics: Type of aircraft; type of engine; material
and equipment.
Access: Files are arranged by individual company
and aeronautical product.
Program Record Number: DOT DAB 110

**Consultation Procedures
on Aviation Legislation**
Description: General information on the
public consultation process concerning
proposed legislation.
Topics: Air regulations; air navigation orders;
enforcement cases and Canadian Aviation
Regulations.
Access: Files arranged by subject and
enforcement case.
Format: Paper Records, Electronic & RDIMS.
Program Record Number: DOT DEL 365

Control of Shipping
Description: Information on the control of
shipping, including national shipping policy,
ports, pilotage and marine services policy and
international shipping policy.
Topics: Coasting trade, freight movements,
commodities, marine irregularities, merchant
marine, port traffic.
Access: Files arranged by subject.

Format: Paper, Electronic (RDIMS).
Program Record Number: DOT MPC 210

Emergency Preparedness
Description: Information on Department of Transport Emergency planning.
Topics: North Atlantic Treaty Organization (NATO) Transportation Planning Boards and Committees, Emergency Exercises; international consultations; Situation Centre; plans; agreements.
Access: Files arranged by subject.
Format: Paper, Electronic (RDIMS), EDP Systems.
Program Record Number: DOT ABS 340

Enforcement Policy and Procedures
Description: Information on enforcement policy, procedure, case histories, air regulations and air navigation orders and Canadian Aviation Regulations.
Topics: Air regulations; air navigation orders; enforcement cases and Canadian Aviation Regulations.
Access: Files arranged by subject and enforcement case.
Format: Paper Records, Electronic & RDIMS.
Program Record Number: DOT DEL 125

Examinations and Certificates
Description: Information on personnel licensing standards, including examinations and certification for air pilots, flight engineers, aircraft maintenance engineers and air traffic controllers.
Topics: Licensing standards; examinations; certificates; air pilots; flight engineers; navigators, aircraft maintenance engineers; air traffic controllers.
Access: Files arranged by subject of licensing standards and examinations, name of air pilots, flight engineers, aircraft maintenance engineers and air traffic controllers, or applicant for licences.
Format: EDP systems and microfilm.
Program Record Number: DOT DLC 105

High Speed Craft (HSC)
Description: Information on all aspect of High Speed Ships, Hydrofoils, Wing in ground effect, High Speed Catamarans and SWATH craft.
Topics: Regulations; certification; inspection; training; examination and certification of personnel; companies and materials.
Access: Files arranged by subject, name, type and registration mark or HSC.
Format: EDP systems.
Program Record Number: DOT MSS 241

Marine Conferences & Committees
Description: Information related to coordination of conferences such as the Canadian Marine Advisory Council (CMAC) through the CMAC Secretariat, chaired by senior members of Transport Canada, Safety and Security. Information related to liaison with international bodies including the International Labour Organization (ILO), the International Maritime Organization (IMO) and other UN related agencies re: meetings, conferences and working groups on International Oil Pollution Compensation Fund, Offshore Platform Removal and Marine Environmental Protection.
Topics: IMO-Marine Safety Committee (MSC), Marine Environmental Protection Committee (MEPC), Assembly, Bulk Liquids & Gases (BLG) Committee, council, etc; CMAC-Standing Committee on Fishing Vessel Safety, Standing Committee on Personnel, National Meetings.
Access: Files arranged by committee.
Format: Paper, electronic (RDIMS), EDP system.
Program Record Number: DOT COD 017

Marine Security
Description: Information on marine security.
Topics: Ship and port security; Canadian and international marine security initiatives; International Maritime Organization technical security measures.
Access: Files arranged by subject, name of port.
Format: Paper, Electronic (RDIMS), EDP Systems.
Program Record Number: DOT ABS 335

Navigable Waters – Obstructions
Description: Information on obstructions in navigable waters.
Note: Transferred from DFO CCG 135
Topics: Obstructions in navigable waters; wrecks and derelicts.
Access: Files arranged by subject, individual, company, geographic location, waterways, type of obstruction or names of derelicts or wrecked vessels.
Format: Microfilm, computerized data bank, lists and files.
Program Record Number: DOT MAW 170

Navigable Waters – Protection
Description: Information on policies, regulations, applications and approvals for industrial and other construction plans affecting navigable waters.
Note: Transferred from DFO.
Topics: Protection of navigable waters, NWPA.
Access: Files arranged by subject, individuals or companies, waterway, geographic location, type of building or work.

Format: Microfilm, paper records, computerized data bank.
Program Record Number: DOT MAW 160

Navigation and Seamanship
Description: Information on navigation (pleasure craft & commercial vessels), and seamanship.
Note: Transferred from DFO.
Topics: Navigation, seamanship, collision regulations, speed of vessels, anchorages, schools, apparatus and equipment.
Access: Files arranged by subject.
Format: Paper records, electronic (RDIMS).
Program Record Number: DOT MSS 205

Pleasure Craft Safety
Description: Information regulations, standards and procedures, including pleasure craft licensing, inspection, capacity/conformity labels, and operator competency and personal flotation devices and information for foreign visitors.
Note: Transferred from DFO.
Topics: Construction Standards for Small Vessels; capacity and conformity labels; Safe Boating Guide; Accredited course providers, and various safety pamphlets and materials.
Access: Files arranged by subject.
Program Record Number: DOT MBS 204

Pollution
Description: Information on rules, regulations and policies for the prevention of pollution in inland waters and at sea.
Note: Transferred from DFO.
Topics: Rules; regulations; policies.
Access: Files arranged by subject.
Format: Paper, electronic (RDIMS).
Program Record Number: DOT MSS 250

Rail Security
Description: Information on railway security.
Topics: Railway security; legislation and agreements.
Access: Files arranged by subject.
Format: Paper, Electronic (RDIMS), EDP Systems.
Program Record Number: DOT DRS 300

Railway Safety
Description: Information on railway safety programs, policy development, rules, regulations, standards and their enforcement.
Topics: Railway safety regulations; rules; standards; operations control; engineering; equipment; research and development; railway grade crossings.
Access: Files arranged by subject.
Format: Paper, Electronic (RDIMS), EDP System.
Program Record Number: DOT DRS 295

Road Safety and Motor Vehicle Regulation
Description: Information on road and motor vehicle safety, commercial vehicle safety, research and development of countermeasures, engineering development and enforcement of safety regulations, and liaison with the Motor Vehicle Test Centre.
Topics: Road safety and motor vehicle and commercial carrier regulation; countermeasures development; accident and defect investigations; public information and complaints; vehicle importation; recall campaigns; motor vehicle engineering and safety standards; motor vehicle and commercial carrier safety rules and regulations; Motor Vehicle Test Centre; compliance auditing and testing; national and international organizations and associations dealing with road and vehicle safety; and road safety data.
Access: Files arranged by subject, project, company and safety standard.
Format: EDP systems, test film, microfilm, and videotape.
Program Record Number: DOT DTS 275

Safe Carriage of Cargo (Loading)
Description: Information on rules and regulations concerning the handling and stowage of ships' cargoes and containers, and the appointment of surveyors and port wardens.
Topics: Rules and regulations; reports and returns; and appointments of surveyors and port wardens.
Access: Files arranged by subject.
Format: Paper records & electronic (RDIMS).
Program Record Number: DOT MSS 195

Security – General
Description: Information on security programs.
Topics: Training; intelligence; security; agreements; evaluations; incidents; clearances.
Access: Files arranged by subject.
Format: Paper, Electronic (RDIMS), EDP Systems.
Program Record Number: DOT ABS 345

Ships – Inspection
Description: Information on inspection, regulations and procedures, including small commercial vessel inspection.
Topics: Regulations; procedures; and small commercial vessel inspection.
Access: Files arranged by subject and by names of vessels.
Format: Paper records, electronic (RDIMS) & EDP systems.
Program Record Number: DOT MSS 220

Ship Inspection – Appliances and Equipment
Description: Information on the testing and approval of ships' appliances and equipment.
Topics: Engines; boilers; machinery; fire protection equipment; pollution prevention equipment; lifesaving equipment and materials used in construction of ships.
Access: Files arranged by subject matter.
Format: Microfilm, paper records, & EDP systems.
Program Record Number: DOT MSS 225

Ships Inspection – Safety – Dangerous Goods
Description: Information on the inspection and certification of ships used in the carriage of dangerous goods.
Topics: Explosives; dangerous goods.
Access: Files arranged by subject and names of ships.
Format: EDP system, electronic (RDIMS).
Program Record Number: DOT MSS 230

Ships, Inspection – Specific
Description: Information on rules and regulations governing safety inspections of ships. There are individual case files for specific vessels containing inspection reports and certificates, survey reports, etc.
Topics: Ferries, ships, ships' tackle, ships' plans, Board Decisions, load lines, and survey reports.
Access: Files arranged by subject and names of ships.
Format: EDP systems.
Program Record Number: DOT MSS 235

Ships – Measuring and Surveying
Description: Information on the rules, regulations and procedures for measuring and surveying ships; and tonnage measurements.
Topics: Rules; regulations; appointment of measuring surveyors, and agreements with other countries.
Access: Files arranged by subject matter.
Format: Paper records, electronic (RDIMS).
Program Record Number: DOT MSS 245

Ships' Officers and Seafarers
Description: Information on the qualification and certification of ships' officers and seafarers.
Topics: Masters and mates; engineers and ratings; discharge books; seafarers identity documents; shipping masters; examinations; certificates; welfare and discipline; exemptions and clearance of vessels.
Access: Files arranged by subject and names of ships' officers. Seafarer's files are arranged in alphabetical order on hard copy. Information held in Automated Certification & Examination System

(ACES) on qualifications of ships' officers and issuance of discharge books and Competency Certificate Issuing System.
Format: EDP systems.
Program Record Number: DOT MSS 200

Ships – Registration and Licensing
Description: Information on the registration and licensing of ships other than small recreational vessels.
Topics: Ports of registry; ships registered and ships licensed.
Access: Files arranged by subject and names of ships.
Format: EDP Systems.
Program Record Number: DOT MSS 215

Transport Dangerous Goods
Description: Information on policies, regulations and standards, inspection and enforcement, emergency response, Canutec and administrative matters relating to the handling, offering for transport and transporting of dangerous goods.
Topics: Transportation of Dangerous Goods Act, 1992 and Regulations; commodities; engineering and safety standards; United Nations performance standards; international harmonization, type of means of containment; nature and application of permits for equivalent level of safety; inspection and enforcement; training and certification; emergency response plans; guidelines and advisory notices; education programs; awareness and information; Canutec; evaluation, analysis, risk assessments and accident data; research and development; Information Management System; liaison and agreements (including memoranda of understanding); committees, advisory board and task forces.
Access: Files arranged by subject.
Format: Paper, Electronic (RDIMS) and EDP System.
Program Record Number: DOT TDG 035

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Hospitality

Proactive Disclosure

Relocation

Travel

Particular Personal Information Banks

Communications Group
Client Feedback Tracking System

Description: This bank describes information about individuals, organizations/businesses and government employees who have submitted comments or questions using the electronic feedback form on Transport Canada's Internet/ Intranet sites; the responses to such comments/ questions and any other information relevant to the processing of these comments/questions. The type of personal information collected includes the names and e-mail addresses of individuals, either as private citizens or as representatives of organizations and businesses or government, as well as the mailing addresses of same when printed material is requested.

Class of Individuals: General public, representatives of organizations/businesses and government employees.

Purpose: This information is compiled in order to process the comments/questions received and to track responses. In addition, the information is made available to Transport Canada personnel for the purpose of improving response turnaround times and the information assets available on Transport Canada's website.

Consistent Uses: This information may be used to provide reports on this program to senior management. The information may also be used for research, planning, audit and evaluation purposes.

Retention and Disposal Standards: The records are retained for three years after the last action is performed on the client's request and then destroyed.

RDA Number: 98/001
Related PR#: DOT COM 010
TBS Registration: 004250
Bank Number: DOT PPU 079

Consultation

Description: This bank contains the comments of members of the general public. Names and e-mail addresses of these individuals, if provided, are also contained within the bank. The provision of identifying information is not required. Comments, opinions and questions may shape the administration of programs/services.

Class of Individuals: General public.

Purpose: This information is compiled in order to obtain the opinions of the public regarding various departmental initiatives.

Consistent Uses: Various members of the department who are responsible for the coordination of consultations may use the aggregate information for purposes related to planning and policy development.

Retention and Disposal Standards: Two years after last administrative action and then destroyed.

RDA Number: 98/001
Related PR#: DOT COM 010
TBS Registration: 005097
Bank Number: DOT PPU 080

Course/Conference or Special Event Registration

Description: This bank contains the names and contact information of individuals who have registered for courses, conferences and special events. Contact information may include some or all of the following: mailing address; physical address; e-mail address; telephone and/or fax number. This bank may also include personal information required to establish parameters for the provision of hospitality, i.e. allergy sensitivity, and related preferences.

Class of Individuals: General public and employees.

Purpose: This information is compiled in order to process registrations and administer courses, conferences and events. In addition, the information may be used to supply clientele with materials related to the above courses, conferences and events.

Consistent Uses: Various members of the department who are responsible for the administration of courses, conferences and events may use the aggregate information for purposes related to planning.

Retention and Disposal Standards: Two years after last administrative action and then destroyed.

RDA Number: 98/005
Related PR#: DOT COM 015
TBS Registration: 005074
Bank Number: DOT PPU 053

Purchase or Subscription

Description: This bank contains the names and contact information of individuals who wish to make a purchase or create/maintain a subscription for an electronic or hard copy product. Contact information may include some or all of the following: mailing address; physical address; e-mail address; telephone and/or fax number.

Class of Individuals: General public, transportation stakeholders, members of the media and employees.

Purpose: This information is compiled in order

to process purchase requests or requests for the creation or maintenance of a subscription.

Consistent Uses: Various members of the department who are responsible for the administration of purchases and subscriptions will use the information for the purposes of planning new products or conversion schedules of hard copy products.

Retention and Disposal Standards: Two years after last administrative decision and then destroyed.

RDA Number: 98/001
Related PR#: DOT COM 010
TBS Registration: 005075
Bank Number: DOT PPU 056

Corporate Services Group

Automated Label Processing System (ALPS)

Description: This bank contains the names and addresses of individuals who receive printed information and documents issued or distributed by officials of the Department. Also included is a listing of publications distributed via ALPS.

Class of Individuals: The information relates to departmental employees and the general public.

Purpose: The purpose of this bank is to distribute information according to the individual's interest. A specific mailing list may on occasion be shared with another organization within the Department in response to a specific request.

Consistent Uses: The list is used to distribute information.

Retention and Disposal Standards: The lists are updated periodically and are retained indefinitely.

RDA Number: 98/001
Related PR#: DOT COM 010
TBS Registration: 003373
Bank Number: DOT PPU 083

Executive Correspondence

Description: This bank contains general correspondence to the Minister.

Class of Individuals: Members of Parliament, Senators, stakeholders, and the general public making inquiries on the programs and policies of the Department and related agencies.

Purpose: This bank records correspondence on departmental policies, programs, and issues.

Consistent Uses: The information may also be used to compile statistics.

Retention and Disposal Standards: Inquiries of the Minister, which form part of the Department's Corporate memory are kept for three years after all action is completed and then destroyed.

RDA Number: 96/021 and 95/010

Related PR#: DOT COM 010
TBS Registration: 002308
Bank Number: DOT PPU 066

Human Rights – Complaints

Description: This central bank is under the control of the departmental Staff Relations Division. The files contain copies of all documents related to the Canadian Human Rights Commission (CHRC) complaint process, i.e. from the Complaint Form through to the final CHRC decision or Terms of Settlement.

Class of Individuals: General public and employees.

Purpose: This bank maintains records of complaints made against the Department of Transport to the Canadian Human Rights Commission.

Consistent Uses: Research, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Two years after last action and then transferred to National Archives.

RDA Number: 83/004
Related PR#: DOT COD 050
TBS Registration: 001592
Bank Number: DOT PPU 070

Information Disclosures to Investigative Bodies

Description: This bank contains copies of requests for disclosure of personal information and replies to federal investigative bodies as listed in Schedule II of the Privacy Act under paragraph 8(2)(e) of the same Act. This bank also contains information related to the processing of those requests. It is used to verify the conditions of disclosure to federal law enforcement bodies which are stated in paragraph 8(2)(e) of the Privacy Act, and to report to Parliament on the number of such requests received annually.

Class of Individuals: Individuals about whom requests for their personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act, from federal investigative bodies for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation.

Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or for carrying out a lawful investigation.

Consistent Uses: The information is used to help investigative bodies fulfill their mandate.

Retention and Disposal Standards: Two years after last action and then destroyed.

RDA Number: 98/001
Related PR#: ENV CPS 010
TBS Registration: 002326
Bank Number: DOT PPU 068

Oracle 11i
Description: This system is the department's primary repository of financial and materiel management information. It is used as a comprehensive source of financial and contractual reporting to central agencies (e.g. Public Works and Government Services Canada, the Canada Revenue Agency and the Office of the Auditor General of Canada) as well as to provide functional experts, Internal Audit and managers throughout the department with a timely, integrated source of financial and materiel management information. The system also provides self-service access to external clients for the purposes of: purchasing and paying for Transport Canada goods and services; viewing account details, and updating personal information. Personal information contained within the system includes: names and contact information of individuals; credit card numbers; bank account numbers; social insurance numbers (SIN) for individuals contracted for professional services; personal record identifiers (PRI); classification and compensation information and financial transaction information. Personal information collected using self-service functionality is protected through the use of secure socket layer technology. Sensitive personal information stored within the databank is protected through the use of appropriate encryption technologies.
Class of Individuals: Employees; other government departments; other government organizations; and private organizations and the general public doing business with Transport Canada.
Purpose: The system provides an integrated source of financial and materiel management information on the department's programs and activities and provides online services to Transport Canada's external stakeholders. The information in this bank is used internally for financial management purposes. The information may also be used for research, planning, audit and evaluation purposes.
Consistent Uses: Other uses may include the sharing of some information with Public Works and Government Services Canada, the Canada Revenue Agency and the Office of the Auditor General of Canada.
Retention and Disposal Standards: Files are retained for seven years and then destroyed.

RDA Number: 99/003 and 99/004
Related PR#: DOT PRN 914
TBS Registration: 003372
Bank Number: DOT PPU 078

Safety and Security Group
Air Cushion Vehicle Personnel Certification
Description: These files contain records of information related to the certification of crewmembers or engineers for employment on Air Cushion Vehicles granted in accordance with Part IV of Air Regulations. It contains names, dates of birth, technical education and qualifications of applicants, examination results and departmental certificates issued.
Class of Individuals: All persons who have applied for certification as an Air Cushion Vehicle crewmember or engineer.
Purpose: To provide documentation confirming that applicants are appropriately qualified, and certificated, in accordance with departmental requirements.
Consistent Uses: To authenticate decisions relating to examination requirements and to provide a record of an individual's career progress. Normally, the information is only released to the individual or to his/her employer. This information is provided to the Transportation Safety Board of Canada (TSB) when they are conducting an investigation into a marine occurrence.
Retention and Disposal Standards: Two years following the individual's death and then destroyed.
RDA Number: 98/010 and 77/018
Related PR#: DOT MSS 240
TBS Registration: 002302
Bank Number: DOT PPU 039

Aircraft
Description: This bank contains the names, addresses, and telephone and fax numbers of current and previous registered owners of aircraft registered in Canada. Copies of the following are found on the aircraft file: completed application forms for the registration and leasing of aircraft; legal documents which show eligibility of applicant to be the registered owner of a Canadian aircraft (IMM1000 form; articles of incorporation, etc.); legal documents which show legal custody and control; i.e., bills of sale, lease agreements, last will and testaments, divorce decrees; Certificates of Registration, Leasing Authorizations and Advisories; correspondence between Transport Canada and the owner in regard to matters concerning the registration of aircraft.

Class of Individuals: Current and previous registered owners of Canadian registered aircraft.

Purpose: This information is used for the registration and leasing of Canadian registered aircraft to eligible individuals or entities that have custody and control of the aircraft. A register (Canadian Civil Aircraft Register) with the name and address of each registered owner is maintained and published by Regulation.

Consistent Uses: The Canadian Civil Aircraft Register is used extensively for the dissemination of safety information. The Canadian Civil Aircraft Register is accessible by the general public.

Retention and Disposal Standards: Microfilm five years after cancellation; forwarded to the National Archives of Canada.

RDA Number: 98/010

Related PR#: DOT DLC 100

TBS Registration: 001044

Bank Number: DOT PPU 010

Aircraft Maintenance Engineer System (AMES)

Description: This bank contains the names, addresses and licensing details on individual holders of civil aviation aircraft maintenance engineers.

Class of Individuals: Licensed civil aviation aircraft maintenance engineers and applicants for licenses.

Purpose: This bank is established to administer the issuance of aircraft maintenance engineer licenses. It is used to monitor and control the issuance of licenses.

Consistent Uses: The list is used to issue Transport Canada safety and information publications to these individuals.

Retention and Disposal Standards: Two years following the individual's death and then destroyed.

RDA Number: 98/010

Related PR#: DOT DLC 100

TBS Registration: 005184

Bank Number: DOT PPU 011

Airport Restricted Area Access Security Clearances

Description: This bank contains completed personal histories; briefs by the Canadian Security Intelligence Service (CSIS), fingerprint records criminal records; and correspondence related to the security clearances of individuals seeking restricted area passes for areas of airports.

Class of Individuals: Individuals seeking restricted area passes for airports.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriateness of granting an airport clearance for individuals as described above.

Consistent Uses: To comply with the requirement of the Airport Restricted Area Access Clearance Security Measures which prohibits the granting of restricted area passes without the applicant having been granted an airport Security Clearance by the Minister of Transport.

Retention and Disposal Standards: Under review since RDA is not yet established.

RDA Number: Not yet established.

Related PR#: DOT ABS 120

TBS Registration: 002868

Bank Number: DOT PPU 093

Airside Vehicle Operators Permit

Description: The bank contains personal information, related employment, evaluated knowledge and skill tests and results, related permit and security clearance number, copy of the permit issued and site endorsement records.

Class of Individuals: All persons operating a vehicle without escort on that portion of an airport to which public access is normally restricted.

Purpose: This bank is established to identify the location where records are held and to administer, monitor and control the issuance of airside vehicle operators permits at Canadian airports.

Consistent Uses: Used in support of licence, suspension/revocation/court action requiring supporting evidence about the licence.

Retention and Disposal Standards: Retain for two years after an employee's departure from the department and then destroyed.

RDA Number: 99/009

Related PR#: DOT AAG 085

TBS Registration: 001898

Bank Number: DOT PPU 085

Aviation Enforcement

Description: These files contain case histories of all individuals in enforcement actions.

Class of Individuals: Persons identified in enforcement actions, whether or not they are holders of Canadian aviation documents, and foreign nationals, whether they are licence holders or not.

Purpose: This information is used in the development of enforcement policies and procedures, functional supervision and auditing of enforcement activities by regional offices, communication with other federal departments, including the Department of Justice and the RCMP concerning enforcement of Part I of the Aeronautics Act and its regulations and various related administrative functions and for statistical purposes.

Consistent Uses: To monitor, assess and enforce regulations to protect public safety.
Retention and Disposal Standards: Five years or less where regulated by law or policy.
RDA Number: 80/029 and 98/010
Related PR#: DOT DE 125
TBS Registration: 001045
Bank Number: DOT PPU 015

Aviation Legislation Consultation

Description: This bank contains comments from the public on proposed aviation legislation received as a result of publication of proposed legislation in the Canada Gazette, Part I, or on a solicited or unsolicited basis.
Class of Individuals: General public.
Purpose: Comments are obtained for the purpose of developing aviation legislation that is as responsive as possible to the needs of the aviation community and the public. Furthermore, consistent with the procedures of the Canadian Aviation Regulation Advisory Council (CARAC), comments received following pre-publication in Canada Gazette, Part I and/or proposals for regulatory change may be brought to the responsible CARAC Technical Committee for consideration and development of regulatory recommendations.
Consistent Uses: To be used for reference and future consultation on various Acts.
Retention and Disposal Standards: Retained indefinitely.
RDA Number: 98/010
Related PR#: DOT DEL 125
TBS Registration: 002300
Bank Number: DOT PPU 016

Aviation Licensing Database

Description: It contains personal characteristics, aviation training reports, routine medical reports, skills, knowledge and licensing details on individual holders of civil aviation permits and licenses. Material on enforcement activities under the Aeronautics Act, and the Canadian Aviation Regulations (CARs) is also included, as well as occasional information related to enforcement under the Criminal Code. Pilot licence numbers are listed for search and rescue purposes.
Class of Individuals: Air pilots, flight engineers, air traffic controllers, flight navigators, applicants for licences.
Purpose: This bank is established to administer the issuance of Canadian Aviation Personnel licenses. It is used to monitor and control the issuance of licenses and permits. The list is used to issue Transport Canada safety and information publications to these individuals.

Consistent Uses: Information on an individual's type of licence, ratings and validity date is released to the general public in response to a specific request.
Retention and Disposal Standards: Destroyed at the age of one hundred or when individual dies.
RDA Number: 98/010 and 80/029
Related PR#: DOT DAM 130
TBS Registration: 001043
Bank Number: DOT PPU 005

Aviation Occurrence Information Sources

Description: Information on operational occurrences within the National Civil Air Transportation System. These banks contain the following information (when possible): occurrence type, date, location, event information, a narrative of the occurrence, aircraft make and model, aircraft operator and/or owner, number of fatalities, aerodrome information, TSB number and class of investigation, flight number, aircraft category, year aircraft was built, gear type, damage to aircraft, operator type, and aircraft registration.
Class of Individuals: The aviation industry and other individuals of the general public.
Purpose: This information is used to provide senior management with timely information concerning operational occurrences within the National Civil Air Transportation System (NCATS). It is intended to supplement, not replace, normal operational and functional reporting systems and investigation procedures. a) Information from the Civil Aviation Daily Occurrence Reporting System (CADORS) is used in the early identification of potential hazards and system deficiencies, and to assist in the assessment of associated risks. Information contained in these reports is of a preliminary nature. This information may be used or lead to enforcement action under the Aeronautics Act. b) Aviation Incident Reports (AIRs) are used to notify senior management of occurrences in a timely manner. Information contained in these reports is of a preliminary nature. c) Aviation Occurrences Reports (AORs) are produced by NAV Canada to fulfill their reporting requirements to Transport Canada and are used as a source of raw data to be entered into CADORS or to issue AIRs. Information contained in these reports is of a preliminary nature. d) Web based reports provide an additional source of occurrence information from airports and the public, and are used for the identification of hazards and safety deficiencies. This is a voluntary system and information contained in these reports is of a preliminary nature.

Consistent Uses: a) CADORS is used extensively within Transport Canada, the Transportation Safety Board, NAV Canada, Department of National Defence (DND) and Royal Canadian Mounted Police (RCMP) for the identification of hazards and safety deficiencies. b) AIRs are used to provide initial information on aviation occurrences to TC senior management and other concerned departments (DND, Solicitor General (SOLGEN)) or aviation authorities and foreign governments.
Retention and Disposal Standards: Twenty years after concluded – then transfer to Library and Archives Canada.
RDA Number: 98/010
Related PR#: DOT DSP 115
TBS Registration: 005336
Bank Number: DOT PPU 014

Boating Safety Infoline Database
Description: This bank contains the name and address of clients using the Coast Guard toll free boating safety infoline.
Note: Transferred from DFO.
Class of Individuals: The Boating Safety Infoline clients are calling from all areas of the country and are part of the general public and the recreational boating community such as boaters, manufacturers, boating safety course providers.
Purpose: Clients request information on interpreting regulations and order safe boating materials. Client name, address and telephone and fax numbers are recorded to facilitate the return of calls and the distribution of boating safety materials and information.
Consistent Uses: The information is used by Canadian Coast Guard Office of Boating Safety only and records support statistical reports for the boating safety program.
Retention and Disposal Standards: Records are disposed of when orders for materials are completed.
RDA Number: 2000/05
Related PR#: DOT CCG 210
TBS Registration: 005016
Bank Number: DOT PPU 043

Certificates of Competency and Service as Engineer at Sea
Description: This bank is a record of information on all certificates of Competency as Engineers or service granted in accordance with section 115 of the Canada Shipping Act. It contains names, phone numbers, dates and places of birth, grades and classes of certificates, places of examination, and the dates of issue of certificates as issued to Canadian citizens, or permanent residents of Canada who passed the appropriate examinations.
Note: Section 115 of the Canada Shipping Act was repealed. This Personal Information Bank will be accessible until 2010.
Class of Individuals: All persons who have made application for, or who hold a certificate of competency or service as Engineer at Sea.
Purpose: The bank is used to confirm that an individual is qualified to act in a particular capacity on board a ship and to ascertain that the individual may be named in an exemption. The bank is also used to facilitate the replacement of a lost certificate, etc.
Consistent Uses: This information is provided to the Transportation Safety Board of Canada (TSB) when they are conducting an investigation into a marine occurrence.
Retention and Disposal Standards: Five years after last action and then destroyed.
RDA Number: 2001/12
Related PR#: DOT MSS 200
TBS Registration: 001899
Bank Number: DOT PPU 038

Certificates of Competency and Service as Master or Mate
Description: This bank is a record of information on all certificates of competency or service granted in accordance with section 110 of the Canada Shipping Act and to record information on all certificates issued pursuant to section 125 of the Act. It contains names, phone numbers, dates and places of birth, grades and classes of certificates with any endorsements, places of examination and dates of issue of certificates, for certificates issued to any Canadian or British subject or landed immigrant to Canada who has passed an examination for a certificate of competency as master or mate.
Class of Individuals: All persons who have made application for, or who hold a certificate of competency or service as master or mate on a Canadian ship.
Purpose: The bank is used to confirm that an individual is qualified to act in any particular capacity; to ascertain if an individual may be named in an exemption and to replace lost certificates.
Consistent Uses: This information is provided to the Transportation Safety Board of Canada (TSB) when they are conducting an investigation into a marine occurrence.
Retention and Disposal Standards: Two years after the individual's death and then destroyed.
RDA Number: 2001/12

Related PR#: DOT MSS 200
TBS Registration: 001048
Bank Number: DOT PPU 030

Certificates of Competency as a Marine Engineer

Description: This bank records information on the issue of marine engineer certificates as required by section 135 of the Canada Shipping Act. It contains names, phone numbers, dates and places of birth, grades, types, numbers and dates of issuance of the certificate granted for any Canadian or landed immigrant who has passed the appropriate examination and has been granted a marine engineer certificate of competency.
Class of Individuals: Canadian citizens, permanent residents of Canada and citizens of Commonwealth countries who wish to take Transport Canada marine engineering examinations.
Purpose: The bank is used to ascertain that an individual has been granted a specific marine engineer certificate.
Consistent Uses: This information is provided to the Transportation Safety Board of Canada when they are conducting an investigation into a marine occurrence.
Retention and Disposal Standards: Two years after the individual's death and then destroyed.
RDA Number: 2001/12 and 77/018
Related PR#: DOT MSS 200
TBS Registration: 001049
Bank Number: DOT PPU 035

Civil Aviation Medical Information System

Description: This database contains information on pilots, air traffic controllers and flight engineers. It contains full name, sex, date of birth, citizenship, address, home and office telephone numbers, and the date on which the databank was last updated. The type of license; i.e., Category 1, 2, 3 or 4, the medical assessment conclusion and the dates of tests are noted. It indicates when the license is next due and generic medical limitations. The database is linked to the distributed air personnel licensing system. It will also refer, through a file number, to hard copy charts containing license proficiency tests and basic medical examination reports.
Class of Individuals: Pilots, Air Traffic Controllers and Flight Engineers.
Purpose: Information is collected to establish that the individual meets the medical requirements for the certification of licensed aviation personnel.
Consistent Uses: The results of the individual's medical assessments are disclosed to Aviation

Licensing to administer the issuance of aviation personnel licences.
Retention and Disposal Standards: Ten years and then forwarded to Library and Archives Canada.
RDA Number: 80/029 and 98
Related PR#: DOT DAM 130
TBS Registration: 001046
Bank Number: DOT PPU 020

Communications Centre Client Feedback Tracking System

Description: This bank contains the names, e-mail addresses, mailing addresses and telephone numbers of individuals who have made enquiries through the Civil Aviation Communications Centre 1-800 number or comments and questions using the feedback on the Civil Aviation Internet/Intranet sites, the responses to such enquiries and any other information relevant to the processing of the request.
Class of Individuals: The aviation community, the general public and Transport Canada employees.
Purpose: This information is compiled to process and track enquiries and responses and to assist Civil Aviation in improving its products and services.
Consistent Uses: The information is used by Civil Aviation management to improve service delivery and service standards to the general public and the aviation community.
Retention and Disposal Standards: Three years after last action and then destroyed.
RDA Number: 98/010
Related PR#: DOT DSP 115
TBS Registration: 005186
Bank Number: DOT PPU 036

Directed Studies

Description: These reports contain findings of collision investigations done to evaluate specific motor vehicle safety issues; e.g., air bag deployment crashes, moderately severe side impacts, collisions involving children, etc. Personal information relating to individuals involved in crashes includes age, gender, seat belt usage and injury details. Records may occasionally include photographs of collision-involved individuals and/or their injuries, witness statements, and autopsy reports.
Class of Individuals: All persons involved in such collisions (occupants and non-occupants).
Purpose: The intended use of all data is to evaluate the effectiveness of safety standards and to keep abreast of safety problems that may arise due to new technologies and the ever-changing

road travel environment.
Consistent Uses: To use for statistical purposes.
Retention and Disposal Standards: Retained for continuous use – held indefinitely.
RDA Number: 97/019
Related PR#: DOT DTS 275
TBS Registration: 005337
Bank Number: DOT PPU 013

Level II Motor Vehicle Accident Data

Description: This bank contains information obtained through the process of motor vehicle collision investigations. Annually, approximately 1,000 collisions were randomly selected and investigated across Canada during the period 1982-1992 resulting in over 11,000 level II collision investigations. The data consists of 26 files of information for each collision investigated including vehicle type and damage. Driver, passenger and non-occupant condition (through interviews and police reports); personal injuries sustained (through interviews, police reports, hospital records and coroner information); vehicle defect information; safety devices in use; and, accident configuration data.
Class of Individuals: Persons involved in motor vehicle collisions (occupants and non-occupants).
Purpose: The intended use of the information is research into the causes of highway deaths and injuries to develop countermeasures for their prevention. This will not involve matching specific people with accident information.
Consistent Uses: Research and evaluation of data for preventions.
Retention and Disposal Standards: Retained for continuous use – held indefinitely.
RDA Number: 97/019
Related PR#: DOT DTS 275
TBS Registration: 002693
Bank Number: DOT PPU 090

Marine Occurrences and Hazardous Occurrences

Description: This bank contains reports on accidents and incidents related to commercial vessels and fishing vessels, as well as certain pleasure craft. Records concerning occupational safety and health reported as hazardous marine occurrences are also contained in the bank.
Class of Individuals: Non-government individuals involved in marine transportation occurrences.
Purpose: The purpose of the bank is for analysis related to marine safety, and risk management.
Consistent Uses: Compiling statistics, trend analysis, and measuring and assessing marine transportation risks.

Retention and Disposal Standards: Five years and then destroyed.
RDA Number: 2001/12
Related PR#: DOT MSS 230
TBS Registration: 003338
Bank Number: DOT PPU 048

Pleasure Craft Labels

Description: This bank contains the name and address of label holders.
Note: Transferred from DFO.
Class of Individuals: General public and Canadian and U.S. vessel manufacturers and their identification codes.
Purpose: The purpose of this bank is to issue capacity and conformity labels to pleasure craft owners and Canadian and U.S. pleasure craft manufacturers.
Consistent Uses: The information is presently used by Canadian Coast Guard Office of Boating Safety.
Retention and Disposal Standards: Under review.
RDA Number: 2001/012
Related PR#: DOT MBS 201
TBS Registration: 005015
Bank Number: DOT PPU 046

Pleasure Craft Licences

Description: This bank contains the name and address of the license holder, length, depth and weight of pleasure craft up to 20 tons gross tonnage, dating back to 1985. As of February 25, 2000, only pleasure craft up to 15 tons gross tonnage need to be licenced.
Note: Transferred from DFO.
Class of Individuals: Actual and previous owners of pleasure craft up to 15 tons gross tonnage.
Purpose: The purpose of this bank is to issue licences to and provide identification of owners of pleasure craft under the requirements of the Small Vessel Regulations. Licences are issued by the Canada Customs and Revenue Agency on behalf of the Canadian Coast Guard. The information may be used for the purpose of administering and enforcing the Small Vessel Regulations.
Consistent Uses: This bank is also used by federal, provincial and municipal agencies for enforcing various statutes and regulations and for conducting lawful investigations; for search and rescue; by police authorities for enforcing safety regulations and identifying stolen and missing property; by parties who submit a copy of a subpoena, warrant or court order; and by U.S. authorized enforcement agencies conducting investigations. Information held in the bank

may be disclosed to provincial tax authorities in accordance with federal-provincial agreements.
Retention and Disposal Standards: Under review.
RDA Number: 2001/012
Related PR#: DOT MBS 202
TBS Registration: 005319
Bank Number: DOT PPU 044

Records of Sea Service for Canadian Merchant Navy
Description: This bank contains individuals' names, dates and places of birth, record of vessels, and periods of service for Merchant Seafarers. The records maintained by Transport Canada cover the period commencing 1948 to present date. Records in Transport Canada are in constant use.
Class of Individuals: Canadian Merchant Seafarers.
Purpose: This bank is to record information on Canadian Seafarers in order to provide statements of sea service when required by seafarers and other departments.
Consistent Uses: Information verifying individual's sea service is released to the Seafarers International Union of the Department of Veterans Affairs upon request.
Retention and Disposal Standards: Fifteen years then transfer to Library and Archives Canada.
RDA Number: 2001/12 and 77/018
Related PR#: DOT MSS 200
TBS Registration: 001050
Bank Number: DOT PPU 040

Register of Ships
Description: This bank contains the names, addresses and citizenship of ship owners; and the names and addresses of mortgagors of ships. The bank also contains details on the ship, and on transfers of ownership, registrations and discharges of mortgages, etc. The Register may be inspected by any person for any reason. Copies of the Register may also be obtained. An annual List of Ships is published and may be purchased from Canada Communications Group.
Class of Individuals: Ship owners and ship mortgagees.
Purpose: The information is compiled to comply with section 7 of the Canada Shipping Act. The Register of Ships confers the right to fly the Canadian flag. Registered ships are entitled to the protection of the Crown and limitation of liability. The Register is a title system for ship ownership and registrations of mortgages.

Consistent Uses: To monitor the registry of ships.
Retention and Disposal Standards: Twenty years after register is cancelled and then transferred to Library and Archives Canada.
RDA Number: 2001/12 and 77/018
Related PR#: DOT MSS 215
TBS Registration: 002304
Bank Number: DOT PPU 041

Registry of Imported Vehicle
Description: This bank contains information about the importation of vehicles from the United States into Canada.
Class of Individuals: All persons importing vehicles from the United States into Canada.
Purpose: To ensure that imported vehicles comply with the Canada Motor Vehicle Safety Standards.
Consistent Uses: To monitor importation of vehicles.
Retention and Disposal Standards: Two years after last administrative action and then destroyed.
RDA Number: 97/099
Related PR#: DOT DTS 275
TBS Registration: 003938
Bank Number: DOT PPU 006

Special Motor Vehicle Collision Investigations
Description: These reports contain findings of studies done to evaluate new safety equipment; i.e., seat belt pretensioners, air bags and the potential hazard of collisions involving vehicles propelled by propane or natural gas; (as well as public concern over collisions involving special circumstances/user groups; e.g., school bus collisions, heavy truck collisions, etc). Personal information relating to individuals involved in crashes includes age, gender, seat belt usage and injury details. Records may occasionally include photographs of collision-involved individuals and/or their injuries, witness statements, and autopsy reports.
Class of Individuals: All persons involved in such collisions (occupants and non-occupants).
Purpose: The intended use of all data is to evaluate the effectiveness of safety standards and to keep abreast of safety problems that may arise due to new technologies and the ever-changing road travel environment.
Consistent Uses: To provide statistical information.
Retention and Disposal Standards: Retained for continuous use – held indefinitely.
RDA Number: 97/019
Related PR#: DOT DTS 275
TBS Registration: 002691
Bank Number: DOT PPU 092

Transportation of Dangerous Goods (TDG) – Consultation/Contacts

Description: This bank contains reports and/or comments from the regulated community and the general public on proposed TDG policy or regulatory initiatives including their name, address, title, telephone number as well as other contacts related to dangerous goods activities. Canutec retains in confidence all voice communications and written information.

Class of Individuals: Persons identified are contacts, interested parties or experts in the transport of dangerous goods.

Purpose: The TDG program captures the names of individuals who provide reports, such as; 30-day accident report, who are contacts for their companies, who are experts in their field, who contact Canutec in dangerous goods emergencies, and who provide comment on dangerous good initiatives. Personal information on individuals is retained to know whom to contact for additional action or information or who can provide appropriate advice in the event, for example, of an accident involving the dangerous goods. The information is collected on paper or electronically. Voice communications with Canutec in the event of an emergency are recorded on tape with a fraction of the calls generating an emergency report.

Consistent Uses: To assess and evaluate comments and information provided.

Retention and Disposal Standards: Information is retained for twenty years and then sent to Library and Archives Canada.

RDA Number: 98/001
Related PR#: DOT TDG 035
TBS Registration: 005339
Bank Number: DOT PPU 008

Transportation of Dangerous Goods (TDG) Emergency Response Assistance Plan (ERAP)

Description: This bank contains names of contacts, their business and address, title, telephone number as well as names of experts, their education, training, work experience related to emergency response assistance plans.

Class of Individuals: Persons identified in the ERAP are contacts or experts in the field of emergency response involving the transport of dangerous goods.

Purpose: Part 7 of the Transportation of Dangerous Goods Act 1992, requires that before a person offers for transport or imports certain dangerous goods, the person must have an approved Emergency Response Assistance Plan (ERAP). The intent of an ERAP is to provide on-site assistance to local authorities in the event of an accident involving the dangerous goods. The assistance provided could include the provision of emergency response advice, and the supply of specialized equipment or specially trained and qualified personnel to mitigate the effect of the dangerous goods at the accident site.

Consistent Uses: To have an inventory of contacts for ERAP.

Retention and Disposal Standards: Information is retained for twenty years and then sent to Library and Archives Canada.

RDA Number: 97/019
Related PR#: DOT TDG 035
TBS Registration: 005338
Bank Number: DOT PPU 009

Transportation of Dangerous Goods (TDG) Inspector/Design Reviewers

Description: This bank contains information on applicants to allow TDG to issue an inspector's certificate, and on in-shop inspectors and design reviewers of large and small means of containment related to the transport of dangerous goods. Information includes name and address, occupation, name and address of employer, education and experience related to the applicant's functions.

Class of Individuals: Federal, provincial, or territorial employees who meet the requirements for certification under Part XVI of the TDG Regulations as well as third party inspectors and reviewers involved with the means of containment program.

Purpose: Information on federal/provincial inspectors is required as per the TDG Act 1992 and Part XIII of the TDG Regulations for the issuance of an inspector's certificate. Registration of means of containment inspectors and design reviewers is required under safety standards prescribed by the TDG Regulations. Activities associated with the manufacture or retest of containers may not be undertaken except by persons registered with Transport Canada.

Consistent Uses: Information on certificate portion is used by federal or provincial inspectors as identification at facilities inspected.

Retention and Disposal Standards: Five years after last action and can be renewed for another five years, subject to review.

RDA Number: 97/019
Related PR#: DOT TDG 035
TBS Registration: 002689
Bank Number: DOT PPU 007

Vessel Licences

Description: This bank contains the name and address of the licence holder; and the length, breadth, depth and estimated tonnage of the vessel.

Class of Individuals: Actual and previous owners of small commercial vessels.

Purpose: The purpose of this bank is to issue licences to, and provide identification of, owners of small commercial vessels operating in Canadian waters, rivers and lakes, and to meet the requirements of the Small Vessel Regulations. Licenses are issued by Transport Canada. The information is also used for enforcement of safety regulations, search and rescue purposes, to provide safe boating information, etc.

Consistent Uses: This bank is also used by: officers of federal/provincial departments for enforcing various statutes and regulations and the issue of special licences or permits; police authorities for enforcing safety regulations and identifying stolen and missing property; operators of canals and locks for collecting fees and regulating traffic; operators of marinas for assessing dues and fees for docking facilities; yacht brokers to establish ownership when purchasing or taking vessels as trade-ins; banks and other financial institutions to identify owners of vessels pledged as security for loans; insurance companies to establish ownership before settling claims resulting from theft, loss or damage. Information held on the bank may be divulged to provincial tax authorities in accordance with federal-provincial agreements.

Retention and Disposal Standards: Twenty years after register is cancelled and then forwarded to Library and Archives Canada.

RDA Number: 2001/12 and 77/018
Related PR#: DOT MSS 215
TBS Registration: 002305
Bank Number: DOT PPU 042

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Personnel Security Screening

Relocation

Travel

Manuals

Corporate Services

- A Guide to Preparing Memoranda to Cabinet (TP 1091)

- Administrative Policy Manual (TP 104)

- Financial Policy and Procedures Manual (TP 117)

- IM/IT Framework (TP 12247)

- Information Management Manual (TP 11414)

- Information Management Methodology Manual (TP 11503)

- Information Management Policy (Draft) (TP 13953)

- Managers Guide to Procurement and Materiel Management (TP 10822)

- Manuscript Standards and Guidelines for Transport Canada Publications (TP 4529)

- Material and Contracting Services Manual (TP 103)

- Oracle 11i User Manual (TP 11906)

- Printing Standard for Transport Canada Publications (TP 6144)

- Publication Standard for Transport Canada Manuals (TP 6000)

- Publishing Guide – Preparing Transport Canada Publications (TP 6864)

- Records Office Procedures Manual (TP 2331)

- TC Application Management Policy and Governance

- TC IM/IT Strategic Plan 2003-2006 (TP 14108)

- TC System Development Life Cycle Methodology

- Tower C – Emergency Measures (TP 1534)

- Transport Canada 2001-2004 Business Plan (TP 13605)

- Transport Canada Government Vehicles User Handbook (TP 13265)

- Transport Canada Motor Fleet Management Manual (TP 123)

- Transport Canada Security Manual (TP 789), and related Security Bulletins

- Transport Canada System Development Life Cycle Standards and Guidelines (TP 2814)

Policy Group

- A Historical Look at the Federal Government's Involvement in Highway Infrastructure (TP 12799)

- A Model for Forecasting Air Travel Demand Between Canada and Abroad (TP 6184)

- A Profile of the Canadian Highway System 1987 (TP 8921)

- A Strategy for the future of Marine Atlantic Inc. (TP 14369)

- Air Transportation Services – A consultation paper in preparation for World Trade Organization (WTO) General Agreement on Trade in Services (GATS) negotiations (TP 13441)

- Aircraft Movement Statistics, (TP 141) (monthly)

- Aircraft Movement Statistics (Annual Report) (TP 577)

- Air Traffic Designators, (TP 143)

- An Economic Model of Inter-Urban Traffic on the Canadian Highway Network (TP 12800)

- An Intelligent Transportation Systems Plan for Canada: En route to Intelligent Mobility (TP 13501)

- An Update of the PTAM (Passenger Traffic Allocation Model) Objective Functions Coefficients (TP 6478E)

- Analysis of the Federal Innovation Programs and the Transportation Sector (TP 14506E)

- Area Control Centres and Terminal Control Unit Traffic Analysis, (TP 8267) (quarterly)

- Canada Marine Act Review: Report of the Review Panel to the Minister of Transport (TP 14107B)

- Canada's International Air Transportation Policy (TP 12276)

- Canada's National Highway System: A Description (TP 12833)

- Canadian Road Safety and Public Highway Infrastructure (TP 12801)

- Civil Aircraft Activity in Canada, (TP 2468)

- Compendium of Federal Innovation Programs and the Transportation Sector (TP 14507E)

- Highway Benefit-Cost Analysis: A Review of Evidence (TP-12790)

- Highways and Logistics and Production Performance (TP-12791)

- Innovation through Partnership Intelligent Transportation Systems Research and Development Plan for Canada: R&D Contribution Agreements Applicant's Guide (TP 14128)

- Intelligent Transportation Systems and Highway Infrastructure (TP 12836)

- Intelligent Transportation Systems Research and Development Plan for Canada: Innovation through Partnership (TP 14051)

- International Code of Signals (TP 2323)

- International Transportation Research and Development Programs (TP 14505E)

- Land Transportation Services – a consultation paper in preparation for World Trade Organization (WTO) General Agreement on Trade in Services (GATS) Negotiations (TP 13440)

- Literature Review on Intermodal Freight Transportation (TP 14502E)

- Macroeconomic Performance and Public Highway Infrastructure (TP 12792)

- Making Connections – Shortsea Shipping in Canada (TP 14552)

- Maritime Transportation Services – a consultation paper in preparation for World Trade Organization (WTO) General Agreement on Trade in Services (GATS) Negotiations (TP 13439)

- Moving on Sustainable Transportation (MOST) (TP 13491)

- Patents and R&D as Indicators of Innovation in the Transportation Sector (TP 14504E)

- Pilotage Certificate Training for the Laurentian Region (District II Quebec City-Les Escoumins) (TP 13458E)

- Preliminary – Aircraft Movement Statistics, (TP 1496) (monthly)

- Restrictions on Foreign Ownership in Canada (TP 14500E)

- Restrictions on Foreign Ownership in Canada (TP 14500E)

- Road Infrastructure Expenditures, Fuel Taxes and Road related Revenues in Canada (TP 12795)

- Straight Ahead: A Vision for Transportation in Canada (TP 14054)

- Study of Innovation in Canada's Transportation Sector – (TP 14501E)

- Study of Professional and Technical Transportation Training in Canada (TP 14503E)

- Sustainable Development Strategy – Transport Canada (TP 13123)

- The Socio-Economic Context of The Canadian Road and Highway System (TP 12793)

- Transport Canada's Sustainable Development Action Plan (TP 13493)

- Transportation and North American Trade (TP 13278)

- Transportation Development Centre (TDC) Annual Review (TP 3230)

- Transportation Development Centre (TDC) Publications 2004 (TP 2602)

- Transportation Development Centre (TDC) Publications Standards and Guidelines for Contractors (TP 929)

- Transportation in Canada, Annual Report (yearly since 1996) (TP 13198)

- Valuation of the Canadian Road and Highway System (TP 12794)

Programs Group

- Airports Capital Assistance Program (TP 12313)

- Commuter Options: The Complete Guide for Canadian Employers (TP 13922E)

- Environmental Management System Manual (TP 13137)

- Glycol Monitoring Program – Annual Report (TP 12576)

- Improving Canada's Highways Together (no TP number – pamphlet)

- Management Committee Guidelines for the administration of the highway construction component of the Strategic Highway Infrastructure Program (SHIP)

- Moving On Sustainable Transportation (MOST) Program – Annual Review 2004 (TP 14323)

- Port Programs and Divestiture Annual Report (TP 6165)

- Sustainable Development Strategy 2004-2006 (TP 13123B)

- Transport Canada Environmental Performance Report (TP 13970)

- Transport Canada: Strategic Environmental Assessment (SEA) Manual and Workbook (no TP number)

- Urban Transportation Showcase Program – Annual Review 2004 – 2005 (TP 14433)

Safety and Security Group

- 178 seconds (TP 2228E-1)

- 406 MHz... The Next Generation ELT (TP 13918E)

- 11-09-2001: For Days in September (TP 13978)

- A Guide on the Development and Implementation of Railway Safety Management Systems (Draft-TP 13548)

- A Safety Guide for Aircraft Charter Passengers (TP 7087E)

- A Simple Mistake: At an Uncontrolled Aerodrome, You Are in Control (TP 13623E)

- Activity Reporting and Standard System (ARASS) Training Manual (TP 14455)

- Advisory Notice Guidelines for Training Criteria (TP 9554)

- Aerodrome Standards and Recommended Practices (TP 312E)

- Aeronautical Information Manual (TP 14371)

- Aeronautics Act (TP 524E)

- Aeroplane & Rotorcraft Simulator Manual (TP 9685E)

- Aeroplane Performance (TP 12772E)

- Aids to Navigation Information Card (TP 968B)

- Air Bag Deactivation (TP 13178)

- Air Carrier Inspector Manual (TP 3783E)

- Air Command Weather Manual (TP 9352E)

- Air Command Weather Manual Supplement (TP 9353E)

- Air Navigation Resource and Project Synopsis (TP 3135)

- Air Operator Certification Manual (TP 4711)

- Air Operator Merger or Take-Over Procedures Guide (TP 9908)

- Air Rage Abusive and Unruly Passengers (TP 14120E)

- Air Services Charges Regulations (TP 2590)

- Air Tourist Information Canada (TP 771E)

- Aircraft Certification Engineering and Flight Test Delegates Conference: Managing Safety (TP 14138)

- Aircraft Certification Policy Letters (PL)

- Aircraft Certification Staff Instructions (SI)

- Aircraft Corrosion (TP 11055)

- Aircraft Journey Log (TP 14089B)

- Aircraft Leasing Operations – Administrative Procedures Manual (TP 13090)

- Aircraft Maintenance and Manufacturing Inspection and Audit (Checklists) Manual (TP 13751E)

- Aircraft Movements, Preliminary (TP 1496)

- Aircraft Movement Statistics, Annual (TP 577)

- Aircraft Movement Statistics, Monthly (TP 141)

- Aircraft Movement Surface Condition Report (TP 13572E)

- Aircraft Services Directorate Policies and Procedures Manual (TP 9962)

- Aircraft Spark Plugs Tell a Story (TP 11461)

- Aircraft Technical Log Component Sections – Section 5 – Component Log (TP 3912E)

- Aircraft / Vehicle Conflict (TP 2228E-2)

- Airframe Log (TP 14058E)

- Airport Restricted Area Access Clearance Program

- Airport Wildlife Management Bulletins (TP 8240)

- Airports Winter Surface Maintenance Manual (AKPEC – M1) (TP 659E)

- Airspace and GPS Awareness Tools (TP 13623E-1)

- Airworthiness Directives (TP 7245E)

- Airworthiness Manual (TP 6197)

- Airworthiness Notices (TP 11402)

- Aluminum Hull Welding Inspection Standard (TP 9035)

- An Evaluation of Stall/Spin Accidents in Canada (TP 13748E)

- Approval and Inspection of Personal Buoyant Water Safety Devices (TP 11641)

- Approved Check Pilot Manual (ACP) (TP 6533)

- Approved Training Courses Revision (TP 10655B)

- ARASS – Activity Reporting and Standards System (TP 13904E)

- ARASS (Activity Reporting and Standards System) User Manual (TP 11571E)

- Arctic Ice Regime Shipping System (AIRSS) Standards (TP 12259)

- Arctic Waters Oil Transfer Guidelines (TP 10783)

- Area Control Centres and Terminal Control Units (TP 8267)

- As an Employer – Are you Ensuring the Health and Safety of your Employees Working Onboard Ships? (TP 14230)

- As an employer...Are you ensuring the health and safety of your employees? (TP 13900)

- Atlantic Region Freight Assistance Program 1992 Database Development (TP 12153)

- Atlantic Region Freight Assistance Program Information Paper (TP 12105)

- Authorizations for Works on Navigable Water Protection Program (TP 14322)

- Authorized? Be Sure! Runway Incursions Are Real! (TP 13840E & TP 13841E)

- Aviation Enforcement Policy Manual (TP 13794E)

- Aviation Enforcement Procedures Manual (TP 4751)

- Aviation Maintenance Tool Management (TP 14123B)

- Aviation Occupational Health and Safety – What is the aim of Aviation OH&S Program? (TP 14215B)

- Aviation Occupational Health and Safety On Board Aircraft (TP 13899B)

- Aviation occupational safety and health (OSH) compliance manual (TP 7886

- Aviation Safety Award Nomination Guide (TP 8816B)

- Aviation Safety Letter (TP 185E)

- Aviation Safety Maintainer (TP 3658E)

- Aviation Safety Ultralight & Balloon (TP 7317B-1)

- Aviation Safety Vortex (TP 202)

- Basic and Advance Ultra-Light Aeroplanes (TP 13301E)

- Behind the Words (Transportation of Dangerous Goods Act, 1992) (TP 11547) [available only on TC Web site – PDF format]

- Below 10,000 feet (TP 2228E-3)

- Bilateral Airworthiness Agreements – International Agreements and Arrangements (TP 8910E)

- Bird Avoidance Brochure (TP 12422E)

- Bird Strikes – Bird Strike Facts (TP 12169E-2)

- Bird Strikes – Bird Strike Solutions (TP 12169E-1)

- Black-holes and Little Grey Cells – Spatial Disorientation During NVFR (TP 13838E)

- BLEVE: Response & Prevention video (TP 13649)

- Blood Borne Pathogens Personal Protective Equipment Recurrent Training (TP 14118E)

- Boater's Guide to Signage

- Boating Equipment and Safety for your Recreational Boat (TP 14548 B)

- Boating Safety Cruncher (TP 14522)

- Boat Safety with Pukta (TP 14349)

- Boating Safety Course Standards

- Boom! Up She Went (TP 14477 E) video

- Bridge Watchman Training Course (TP 10936)

- Cabin Safety Inspector Manual (TP 12854E)

- Cabin Safety Team – Advancing Aviation Safety (TP 13150)

- Canada's Airspace (TP 6010)

- Canada Shipping Act 2001 – brochure (TP-13813)

- Canada Motor Vehicle Safety Act: Guidelines on Enforcement and Compliance Policy (TP 12597)

- Canadian Airport Pavement Bearing Strengths (TP 2162E)

- Canadian Airworthiness Directives (TP 9856E)

- Canadian Aviation Regulations (CARs) (TP 12916)

- Canadian Aviation Regulations (CARs) Poster (TP 11973)

- Canadian Code of Safe Practice for Ships Carrying Timber Deck Cargoes (TP 2534)

- Canadian Code of Safe Practice for Solid Bulk Cargos (TP 5761)

- Canadian Marine Security: A National Perspective (TP 14432)

- Canadian Motor Vehicle Traffic Collision Statistics (TP 3322)

- Canadian Road/Railway Grade Crossing Detailed Safety Assessment Field Guide (TP 14372)

- Canutec – Canadian Transport Emergency Centre (TP-2553) [available in print and on TC Web site – pdf format]

- Car Time: Safe Seating in the Kid Zone (in the back!!) (TP 13351)

- Car Time – Stage 1: Safe Travel in a Rear-facing Infant Seat (TP 14337)

- Car Time Stage 2: Safe Travel in a Forward-facing Child Seat (TP 14338)

- Car Time – Stage 3: Safe Travel in a Booster Seat (TP 14339)

- Car Time – Stage 4: Safe Travel in a Seat Belt (TP 14340)

- CARAC Management Charter and Procedures (TP 11733E)

- Cardinal Buoys and Special Buoys (TP 14542 B)

- CASS 2002 – Canadian Aviation Safety Seminar (TP 13845E)

- CASS 2003 (TP 14022)

- CASS 2003 CD Montréal PC, 2003-04-15/16 (TP 14088B)

- Cats Can See In The Dark... You Can't – Be Aware of the Hazards of Night Flying (TP 13717E)

- CFS/WAS/CFSS Specifications (TP 12810E)

- Changed Product Rule Awareness Training (TP 13810)

- Civil Aeronautics Jurisprudence – Volumes 1 and 2 (TP 4311)

- Civil Aircraft Activity in Canada (TP-2468)

- Civil Aviation Contingency Operations Manual of Planning, Training and Operations (TP 9527E)

- Civil Aviation Directives (TP 8749)

- Civil Aviation Handbook (TP 8618)

- Civil Aviation Integrated Management System (TP 14404)

- Civil Aviation Medicine Handbook for Medical Examiners (TP 13312E)

- Civil Aviation Program Charter (TP 13523)

- Civil Aviation Scheduled Maintenance Instruction Development Processes Manual (TP 13850)

- Civil Aviation's Enforcement Team: Here for Aviation Safety (TP 13601E)

- Coastal Life Raft (TP 11342)

- Code of Nautical Procedures and Practices (TP 1018)

- Code of Safe Working Practices for Self-Unloading Vessels (TP 1269)

- Collision Regulations, Office Consolidation (TP 10739)

- Combination of Forecasts (TP 6624)

- Commercial and Business Aviation Advisory Circulars (TP 9928E)

- Commercial and Business Aviation Dangerous Goods Inspector's Manual (TP 385E)

- Commercial and Business Aviation Dangerous Goods Standards – Notice (TP 13773)

- Commercial and Business Aviation Inspection and Audit (Checklists) Manual (TP 13750E)

- Communicate Your Occupational Safety and Health (OSH) Concerns! (TP 13564)

- Competency Guide – Complex Aeroplane (TP 13615E)

- Complementary Extinguishing Agents and Fire Fighting Equipment (TP 13320)

- Computerized Airworthiness Information System (CAIS) User Guide (TP 9719E)

- Construction Standards for Small Vessels (TP 1332)

- Continuing Airworthiness Project Report (TP 7503E)

- Cooperative Cadet Training Programs Navigation (TP 5562)

- Crew Resource Management (CRM) (TP 13689)

- Criteria for the Development of Instrument Procedures (TP 308E)

- Crossed Paths (TP 13870E)

- Crossing Safety Financial Assistance (TP 11918)

- Danger on the Runway (TP 13914E)

- Dangerous Goods Newsletter (TP 2711) [available in print and on TC Web site – PDF format]

- Day VFR Pilots – Don't Leave Yourself in the Dark... PLAN AHEAD (TP 8675E)

- Deck Cargo Safety Code (TP 2072)

- Defect Investigation Procedures (TP 6891)

- De-icing and Environmental Protection Review (TP 12741)

- Designated Airspace Handbook (DAH) (TP 1820E)

- Designated Flight Test Examiners Manual (TP 2654)

- Development of an Intelligent Sign Management System (TP 14495)

- Did You Know That Unacceptable Behaviour is Not Tolerated? (TP 13381E)

- Distraction = Danger (TP 2228E-21)

- Does Your Carry-On Baggage Measure Up? (TP 12796)

- Don't Cruise with Booze (TP 14531)

- Don't Let It Get This Far! Runway Incursions Are Real! (TP 13865E)

- Dressed for Survival? (TP 5306E)

- Driver awareness survey -- railway crossings: quantitative report (TP 11441E)

- Each Taxi Scenario is Different. Be Sure! Runway Incursions Are Real! (TP 13866E)

- ELT 121.5 (TP 8683) Belongs to Civil Aviation

- ELT (Emergency Locator Transmitter) – Your Lifeline to Safety! (TP 3828E) Belongs to Civil Aviation

- Emergency Preparedness Manual (TP-13118)

- Emergency Response Assistance Planning (TP 9285) TDG Surface

- Emergency Response Guidebook – Online

- Emergency Response Guidebook TDG – Surface

- Emergency Security Control of Air Traffic (ESCAT) Plan (TP 1258) Belongs to CACO

- Engine Logbook (TP 14182E)

- Engineering and Inspection Manual, Parts I and II (TP 51212)

- Engineering Monitoring Programs (TP 13433)

- Engineering Work relating to Railway Works Section 11 Railway Safety Act (TP 13626)

- Enhanced Zonal Analysis Procedures (TP 14331)

- Environmental Evaluation Protocol for Runway De-icers (TP 12827)

- Equipment Programs – Audit Manual (TP-13554)

- Equivalent Standards for Fire Protection of Passenger Ships (TP 2237)

- Equivalent Standards for the Construction of Arctic Class Ships (TP 12260)

- Evaluation of the Efficacy of Products and Techniques for Airport Bird Control (TP 13029)

- Everything Moves at an Airport. Be Alert! Runway Incursions are Real! (TP 14010E)

- Examination Appendices for Balloon, Glider, Gyroplane, Hang Glider and Ultra-Light Aeroplane (TP 13896E)

- Examination and Certification of Seafarers – 1998 (TP 2293)

- Executive Summary: The Impact of Regulations on Towing Vessel Safety; A Comparative Evaluation of Canadian and American West Coast Tug and Barge Operations (TP 14315)

- Falcon 20 Aircraft Braking Performance on Concrete Runway Surfaces Treated with Potassium Acetate Anti-Icing Fluid (TP 14470)

- Fatigue Management Guide for Canadian Marine Pilots (TP 13959E) [available in print and on TC Web site – PDF format]

- Fatigue Management Guide for Canadian Marine Pilots: A Trainer's Handbook (TP 13960E) [available in print and on TC Web site – PDF format]

- Feed-Back – Canadian Aviation Service Difficulty Reports (TP 6980)

- Final Approach. All Clear? Be Sure! Runway Incursions are Real! (TP 14007E)

- Final Report: National Civil Aviation Safety Committee – Sub-Committee on Runway Incursions (TP 13795)

- Finding the Sun's True Bearing – Precomputed Tables (TP 784E)

- Flight 2005 (TP 13521)

- Flight Attendant Manual Standard (TP 12295)

- Flight Attendant Training Standard (TP 12296E)

- Flight Data Monitoring Demonstration Project: Phase 3 (TP 14271)

- Flight Instructor Guide – Aeroplane (TP 975)

- Flight Instructor Guide – Helicopter (TP 4818E)

- Flight Recorder Configuration Standard (TP 13140E)

- Flight Test Guide – Commercial Pilot Licence Aeroplane (TP 13462E)

- Flight Test Guide – Flight Instructor Rating Aeroplane, Helicopter, Aerobatics (TP 5537E)

- Flight Test Guide – Passenger Carrying Rating – Ultra-Light Aeroplane (TP 13984E)

- Flight Test Guide – Private and Commercial Pilot Licence – Helicopter (TP 3077E-1)

- Flight Test Guide – Private Pilot Licence – Aeroplane (TP 13723E)

- Flight Test Guide – Recreational Pilot Permit Aeroplane (TP 12475E)

- Flight Test Standards – Instrument Rating (TP 9939E)

- Flight Test Standards – Multi-engine Class Rating – Aeroplane (TP 219E)

- Flight Test Standards – Private and Commercial Pilot Licence – Helicopter (TP 3077E)

- Flight Training Manual – Aeroplane (TP 1102E)

- Fly Smart Fly Secure – Tips for Air Travelers (TP 13898E)

- Flying Near Power Lines (TP 2228E-4)

- Flying on Board Seaplanes (TP 14346)

- Flying Single-engined Helicopters Far Over the Water Can Get Very Quiet, and Shortly Afterwards... WET! (TP 9257E)

- Flying the Mountains (TP 790E)

- Flying Without Flight Attendants: The Air & Ground Rules (TP 13609E)

- Foreign Object Damage (FOD) (TP 14087E)

- Forest Fire Airspace Restrictions (TP 2228E-5)

- Frequency of Inspection Policy Document (TP 12840E)

- Friction Testing on Runway Surfaces Sprayed with Potassium Acetate (TP 14039E)

- Fuel Drum Etiquette (TP 2228E-13)

- Further Development of Shipboard Fibre Optic Standards (TP 10026)

- General Aviation Inspection and Audit (Checklists) Manual (TP 13798E)

- Generic Dispatchers Training Manual for Air Operators (TP 13498E)

- Generic Operational Control Manual (Dispatcher Manual) for Air Operators (TP 13561E)

- Glossary for Pilots and Air Traffic Services Personnel (TP 1158E)

- Guidance Material on the Application of RNAV in Canadian Domestic Airspace (TP 9064)

- Guide to Air Ambulance Operations (TP 10839E)

- Guide to benefit-cost analysis in Transport Canada (TP 11875)

- Guide to Inspection Regulations for Small Fishing Vessels (TP 782)

- Guide to opportunities for recycling and waste reduction at Transport Canada airports (TP 11061)

- Guide to Reporting Wreck (TP 8620)

- Guide to Structural Fire Protection (TP 11469)

- Guidelines and References for the Development and Standardization of Dangerous Goods Training Programs for Air Transport in Canada (TP 12208E)

- Guidelines for Navigation Under the Confederation Bridge (TP 13681)

- Guidelines for Reporting Incidents Involving Dangerous Goods, Harmful Substances and/or Marine Pollutants (TP 9834)

- Guidelines for the Control of Ballast Water Discharge from Ships in Waters Under Canadian Jurisdiction (TP 13617)

- Guidelines for the Examination of Shipboard Oil Pollution Emergency Plans (TP 12126)

- Guidelines for the Operation of Tankers and Barges in Canadian Arctic Waters (Interim) (TP 11663)

- Guidelines of Aircraft Ground Icing Operations (TP 14052)

- Guidelines on Non-Passenger Bare-Boat Charter Parties (TP 13699)

- Guidelines Respecting Helicopter Facilities on Ships (TP 4414)

- Gulls, Waterfowl and Shorebirds (TP 6324-2)

- Have You Checked NOTAMs? (TP 6249)

- Hawks, Owls, and Gamebirds (TP 6324-3)

- Helicopter Maintenance Engineer Shipboard Manual (TP-4986)

- Helicopter Passenger – Contribute to a Successful Flight (TP 4263)

- Helicopter Risk Management (TP 10112)

- Helicopter Risk Management: Not Another Safety Film (TP 13632E)

- Holding Criteria Document (TP 345)

- How Do I... Change my Address on my Certificate of Registration? (TP 13305E)

- How Do I... Co-register an Aircraft in Canada? For Two or More Owners (TP 13267E)

- How Do I... Export my Canadian Registered Aircraft? (TP 13275E)

- How do I... Register My Amateur-Built Aircraft in Canada? (TP 13156E)

- How do I... Register My Basic Ultra-Light Aeroplane in Canada? (TP 13157E)

- How do I... Register My Imported Aircraft in Canada? (TP 13154E)

- How do I... Register my New Aircraft in Canada? (TP 13153E)

- How Do I... Re-register a Canadian Aircraft in My Name? (TP 13277E)

- How do I...Register my Advanced Ultra-Light Aeroplane in Canada? (TP 13155E)

- How Do You Read? Loud and Clear. (TP 9458E)

- How to Start a Flight Training Unit – 1999 (TP 12862E)

- Human Factors for Aviation – Advanced Handbook (TP 12864E)

- Human Factors for Aviation – Basic Handbook (TP 12863E)

- Human Factors for Aviation – Instructor's Guide (TP 12865E)

- Human Performance in Aviation Maintenance (TP 13459)

- Icing – Awareness and Training (TP 14189E)

- Icing for General Aviation Pilots (TP 14041)

- If you are using HAZARDOUS SUBSTANCES on board an aircraft (TP 14092)

- Impact of Sodium Acetate Pavement De-icer on Airport Stormwater Quality (TP 12738)

- Implementing Flight 2005 (raising the flight level: initiatives and measures 2001-2003) (TP 13712)

- Incorrect Loading Can Have an Impact (TP 5905E)

- Informal Conflict Management System (ICMS) (TP 14410)

- Information Management, Technology and Support Division (TP 14296)

- Inspection and Audit Manual (TP 8606E)

- Instructions to Inspectors of Compulsorily Fitted Ship Station Radio Installations (TP 1896)

- Instructions to Master of Vessels Loading Grain in Canada (TP 215)

- Instructor Guide GPS (TP 12878E)

- Instructor Guide Multi-Engine Class Rating (TP 11575E)

- Instructor Guide Seaplane Rating (TP 12668E)

- Instructor Guide VFR Over-The-Top Rating (TP 12775E)

- Instrument Approach Implementation Issues Document (TP 13625)

- Instrument Approach Implementation Issues Pamphlet (TP 13693)

- Instrument Procedures Manual (TP 2076E)

- Interference on board an aircraft will not be tolerated – "Transport May be Denied" (TP 13378)

- Interference With Crew Members Is Not Tolerated (TP 13382E)

- Interim Standards for the Construction, Equipment and Operation of Passenger Ships in Sea Ice Areas of Eastern Canada (TP 8941)

- International Symposium on Protection of Dangerous Goods Tanks and Cylinders in Fire (TP 14076)

- Introduction to Safety Management Systems (TP 13739)

- Invitation to a RASO Presentation (TP 1323E)

- It Doesn't Pay to Overload, It Does Cost to Pick Up the Pieces (TP 5792)

- It Will Pass... Wait it Out! (TP 10063E)

- It's Your Decision (TP 13634E)

- Judgement Your Decision... Can You Live With It? (TP 5305E)

- Keep Kids Safe: Car Time 1-2-3-4 (TP 13511)

- Keep Your Eyes on the Hook! Helicopter External Load Operations-Ground Crew Safety (TP 14334)

- Know Safety No pain – No Safety Know Pain (TP 9018)

- Labels and placards (picture): The Marks of Safety (TP 11504)

- Land Use in the Vicinity of Airports (TP 1247E)

- Lateral Buoys and Standard Daybeacons (TP 14541 B)

- Let's Stop UNSARs!!! (TP 2228E-26)

- Legislative Framework for Canadian Marine Transportation Security (TP14355)

- Liability through the Exercise of Delegated Authority (TP 11825)

- Lifejackets: The Life They Save May Be Yours (TP 13887E)

- List of Marine Safety Publications see Web site in Additional Information

- List of Ships (TP 7923)

- List of Transport Dangerous Goods Publications see Web site in Additional Information.

- List of Wrecked Vessels

- Living With Vortices (TP 2233E-1 & TP 2228E-24)

- Local Authorities' Guide to Boating Restrictions (TP 14350E)

- Lookout – Listenout – Speakout (TP 2228E-15)

- Low-Flying Exam (TP 2228E-6)

- Maintenance Control Manual (MCM) Checklist (TP 14427)

- Maintenance Personnel... Be Vigilant! (TP 10104)

- Maintenance Policy Manual (MPM) Checklist (TP 14428)

- Maintenance Schedule Approval Policy and Procedures Manual (TP 13094)

- Make Your Weather Decision While You Still Have a Choice (TP 3795E)

- Making Transportation Accessible: A Canadian Planning Guide (TP 13114E)

- Manager's Handbook on Security Screening (TP 14171)

- Managing Risk is a Big Job... YOURS! (TP 9485E, TP 7874E, TP 8546E, TP 9459E)

- Manual of Aeronautical Studies (TP 13011)

- Manual of Equipment, Part I: Radar (TP 541)

- Manual of Equipment, Part 2: Operational Information Display (TP 1057)

- Marine Engineer Cadet Training Programme (TP 8911)

- Marine Emergency Duties Training Program (TP 4957)

- Marine Occupational Health and Safety (TP 14231)

- Marine Safety (TP 13545)

- Marine Safety Management System (TP 13585)

- Marine Safety Port State Control – Annual Reports (TP-13595)

- Marine Safety Review Newsletter (TP 12988)

- Marine Safety Strategic Plan 2003-2010 – The Next Wave (TP-13111)

- Marine Security Contribution Program Application Guidelines Round 1 (TP 14297B)

- Marine Security Contribution Program Information Package (TP 14306B)

- Marine Security: Meeting Demands of a Changing Environment Together (TP 14348)

- Marshalling Signals (TP 9528)

- Master Index of Telecommunications and Electronics Standards and Procedures (TP-923)

- Master Minimum Equipment List / Minimum Equipment List Policy & Procedures Manual (TP 9155)

- Material Specification for Coated Fabrics Used in the Manufacture of Inflatable Liferafts (1992) (TP 1324)

- Medical Examination of Seafarers – Physician's Guide (TP 11343)

- Me the Hero? (TP 2228E-16)

- Medical and Human Factors (TP 14187E)

- Meet Your Aircraft (TP 3694E)

- Meteorology and Miscellaneous Winter Flying Hazards (TP 14188E)

- Minister's Observer Manual (TP 11776)

- MMEL/MEL Policy and Procedures Manual (TP 9155)

- NASA Tailplane Icing (TP 13658E)

- Navigable Waters Application Guide

- Navigation/Approach Aid: National Program Plan (TP 10458)

- New Rules On Parts (TP 13879)

- Night VFR Awareness Presentation (TP 13746E)

- Night VFR Prevention Tools (TP 13838E-1)

- Not in My Backyard (TP 13868E)

- Notice to Shipmasters Loading Coal (TP-10944)

- Objectives, Organization and Policies Document, Volume III, (TP 1838)

- Occupational Safety & Health: Extended Jurisdiction (TP 13614)

- Occupational Health & Safety On-board Smaller Aircraft: It's Everyone's Concern (TP 13901)

- Oil Handling Facilities Standards (TP 12402)

- On the Move – Keeping Canadians Safe (TP 14217)

- On Line: Railway Safety's Quarterly Newsletter (TP 13463)

- Operating Costs of Trucks in Canada – 1990 (TP 921)

- Operation of Tankers and Barges in Canadian Arctic Waters (Interim)   (TP-11663)

- Operational Control Quick Guide (TP 14216)

- Organizational Structure – Civil Aviation – Regions (TP 13087E)

- Organizational Structure – Civil Aviation (Headquarters) (TP 13086)

- Overloading (TP 2228E-7)

- Part Design Approval Awareness Training (TP 14080E)

- Passenger Safety Briefings (TP 2228E-20)

- Personal Minimums Checklists (TP 2228-28)

- Personal Safety on Ships (TP 5021)

- Personnel Licensing Procedures Manual (TP 2943)

- Pilot/Controller Glossary (TP 11958E)

- Pilot Decision-making (TP 13897E)

- Pilot Examiner Manual (TP 14277)

- Pilot Incapacitation (TP 11629E)

- Pilots' Rights (TP 2228E-8)

- Pilot Training Record (PTR) – Aeroplane (TP 13340E)

- Pilotage Certificate Training for the Laurentian Region (District II Quebec City-Les Escoumins) (TP 13458E) [available in print and on TC Web site – PDF format]

- Pilotage Risk Management Methodology (TP 13741)

- PIREP (TP 2228E-9)

- Plane Talk on Ice (TP 13637E)

- Plastic Piping Standards (TP 1083)

- Pollution Prevention Guidelines for the Operation of Cruise Ships under Canadian Jurisdiction (TP 14202)

- Powered Parachutes (TP 13299E)

- Practical Skills for Marine Engineers, Training Course (TP 13720)

- Pre-Departure Checklist (TP 14525)

- Pre-Flight Planning Actions to Avoid Airframe Icing (TP 2228-27)

- Pressures From Above (TP 13636E)

- Proceedings of the 17th Annual Safety Management in Aviation Maintenance (TP 14191B)

- Proceedings of the International Symposium on Protection of Dangerous Goods Tanks and Cylinders in Fire: October 2002, Ottawa, Ontario. Online (CD-ROM networking solution – TC only) (TP 14076)

- Project Management Policy and Guidelines Manual (TP 3867)

- Promoting Railway Safety Through Consultation (TP 13336)

- Propeller Logbook (TP 14201E)

- Protecting the Marine Environment – A Boater's Guide –

- Pukta Tattoo (TP 14555B)

- Qualification Test Guide CAR Part IV Flight Training Devices Level 2 or 5 Aeroplane (TP 13799E)

- Radio Log Book for Canadian Flag Vessels (TP 13926)

- Rail-Highway Grade Crossing Research (TP 13536)

- Railway Safety Act 1999 – An Overview (TP 10199)

- Railway Safety Compliance Policy (TP 13714)

- Railway Tracks are for Trains Only (TP 13279)

- RCO and DRCO (TP 2228E-19)

- Recreational Aviation and Special Flight Operations (TP 13300E)

- Reference Manual on Port Reception Facilities for Marine Wastes in Canada (Major Ports) (TP 12334)

- Registration Guide – How to Register a Ship or Boat in Canada (TP 13414)

- Rental Boat Safety Checklist Standard

- Report of an investigation into the explosion during transport of blasting explosives that occurred in Walden, Ontario on August 5, 1998 (TP 13383)

- Report on waste management pratices at Transport Canada airports (TP 12127)

- Response Organizations Standards (TP 12401)

- Review of Subsections 8(3) to 8(5) of the Motor Vehicle Transport Act, 1987 (TP 11283)

- Review of the Motor Vehicle Transport Act: Position Paper (TP 13162)

- Riding on Air (TP 2823)

- Right to refuse dangerous work on board aircraft while in operation (TP 13537B)

- Risk Assessment Reference Guide (TP 14562)

- Risk Management and Decision-Making – Type 2A, Short Process (TP 13905B)

- Risk Management and Decision Making in Civil Aviation (TP 13095)

- Risky Business? (TP 13639E)

- River Rafting Standards (TP 8643)

- Road Safety Vision 2010-2002 Annual Report (TP 13347)

- Road transport of explosives small or large quantities which are safer?   (TP 14397)

- Routing Standards (TP 1802)

- Rule-Making Policies and Procedures Manual (TP 2713)

- Rules of the Road (TP 14352)

- Runway Incursion Prevention Tools (TP 13914E-1)

- Runway incursions (TP 2228E-10)

- Runway Surface and Aircraft Performance (TP 14186E)

- Safe Boating Guide (2006) (TP 511)

- Safety and Distress Radiotelephone Procedures (TP 9878)

- Safety Business (TP 10008E-1)

- Safety Criteria for Approval of Extended Range Twin Engine Operations (ETOPS) (TP 6327E)

- Safety in the Air Starts on the Ground – Maintenance (TP 7875E)

- Safety Management System assessment guide (TP 14326)

- Safety Management Systems for Flight Operations and Aircraft Maintenance Organizations (TP 13881E)

- Safety Management Systems Implementation Procedures Guide (TP 14343)

- Safety Management Systems for International Airports (TP 14333)

- Safety Management Systems for Small Aviation Operators – A Practical Guide to Implementation (TP 14135E)

- Safety Management Systems: Civil Aviation Implementation Plan (TP 14235B)

- Sample Examination – Glider Pilot Licence (TP 877E)

- Sample Examination for Recreational Pilot Permit and for Private Pilot Licence – Aeroplane (TP 13014)

- Sample Examination – Pilot Permit – Ultra-light Aeroplane (TP 14454)

- SATOPS Final Report (TP 13158E)

- Score Your Safety Culture (TP 13844)

- Sea Kayaking – Security Guide Basic

- Seaplane: A Passenger's Guide   (TP 12365E)

- Security Manual Transport Canada and Security Bulletins (TP 789)

- Service Difficulty Advisory (TP 7394E)

- Service Difficulty Alert (TP 7244E)

- Service Difficulty Reporting (TP 11323)

- Service Difficulty Report Logic Chart (TP 14134B)

- Sharing the Skies (TP 13549E)

- Shift Wise – A Shiftworker's Guide to Good Health (TP 11658)

- Ship Safety Bulletins (TP 3231)

- Ship Safety Passenger Ship Operations and Damaged Stability Standards (Convention Ships) (TP 10405)

- Ship Safety Passenger Ship Operations and Damaged Stability Standards (Non-Convention Ships) (TP 10943)

- Ship Safety Standard for In-Water Surveys (TP 11249)

- Ships Electrical Standards (TP 127)

- Simulated Electronic Navigation Courses (TP 4958)

- Situational Awareness – Preventing Controlled Flight Into Terrain (CFIT) (TP 13655E)

- Skylink Metro III: Links in the Chain (TP 13654E)

- Small Fishing Vessel Safety Manual (TP 10038)

- Small Commercial Vessel Safety Guide (TP 14070)

- Small Perching Birds (TP 6324-1)

- Smart Seating (TP 13402E)

- SMASHED – the magazine on drinking and driving (TP 1535)

- Solas Life-Jacket Requirements (TP 7318) see TP-13571

- Some reports are harder to fill out than others (TP 14001)

- Some Things Were Never Meant to Fly! (TP 7535)

- Some Things Were Never Meant to Fly! Ask First For Safety's Sake (TP 13570)

- Someone Living With a Safety Problem Could End Up Not Living (TP 3114)

- Spark Plug Installation Safety Tips (TP 11554)

- Special Aviation Events – Air Shows (TP 13304E)

- Stability, Subdivision and Load Line Standards (TP 7301)

- Stall/Spin Awareness (TP 13747E)

- Standard and Guidelines for Construction, Inspection and Operation of Barges that Carry Oil in Bulk (TP 11960)

- Standard for Inert Gas Systems (TP 4295)

- Standard for Inspection of Tackle on Large Fishing Vessels (TP 9912)

- Standard for Launching and Embarkation Appliances (TP 7323)

- Standard for Personal Locator Lights (PLL) (TP 9248)

- Standard for 5 ppm Bilge Alarm (for Canadian Inland Waters) (TP 12301)

- Standard for the Control of Gas Hazards in Vessels to be Repaired or Altered (TP 3177)

- Standard for the Tonnage Measurement of Ships (TP 13430)

- Standard for Thermal Protective Aids (TP 7326)

- Standard Marine Navigational Vocabulary (TP 4330)

- Standard Relating to Design, Construction and Operational Safety of Sail Training Vessels (TP 13313)

- Standards and Guidelines for the Construction, Inspection and Operation of Barges that Carry Oil in Bulk (TP 11960)

- Standards for Engineering Watch Keeping on Ships (TP 4071)

- Standards for Lifeboats (TP 7320)

- Standards for Lifebuoys and Integral Equipment (TP 7325)

- Standards for Life Rafts and Inflatable Rescue Platforms (TP 7321)

- Standards for Solas Life Jackets (TP-13571) replaces TP 7318

- Standards for Navigating Appliances and Equipment (TP 3668)

- Standards for Navigation Lights, Shapes, Sound Signals and Radar Reflectors, (TP 1861)

- Standards for Pilot Vessels (TP 10531)

- Standards for Pyrotechnic Distress Signals and Similar Devices (TP 7319)

- Standards for Radio Installations and Related Equipment (TP 2872)

- Standards for Rescue Boats (TP 7322)

- Standards for the Construction and Inspection of Small Passenger Vessels (TP 11717)

- Standards for the Construction and Testing of Emergency Boats (TP 9247)

- Standards for the Control of Gas Hazards in Vessels to be Repaired or Altered (TP 3177)

- Standards for the Double Hull Construction of Oil Tankers (TP 11710)

- Standards Relating to Design, Construction and Operational Safety of Dynamically Supported Craft in Canada (TP 5579)

- Standards Respecting Mobile Offshore Drilling Units (MODU) (TP 6472)

- Standards Respecting Noise Control and Hearing Protection in Canadian Towboats Over 15 Tons, Gross Tonnage (TP 3685)

- Standards Respecting Standby Vessels (TP 7920)

- Starting a Commercial Air Service (TP 8880)

- Stop! Inventory Your Tools After Each Job

- Straight Ahead: A Vision for Transportation in Canada (TP 14054)

- Study and Reference Guide – Air Law and Procedures, Class E Airspace – Hang Glider (HAGAR) (TP 11408E)

- Study and Reference Guide – Aircraft Maintenance Engineer Licence (TP 3043)

- Study and Reference Guide – Aircraft Maintenance Engineer Technical Examinations (TP 14038E)

- Study and Reference Guide – Aircraft Type Rating, Aeroplane (TP 13524E)

- Study and Reference Guide – Airline Transport Licences (ATPL) – Helicopter (TP 11954E)

- Study and Reference Guide – Airline Transport Pilot Licence – Aeroplane (TP 690)

- Study and Reference Guide – Avionics Licence (E Licence) – Aircraft Maintenance Engineer Examinations (TP 12909E)

- Study and Reference Guide – Balloon Pilot Licence Including Flight Instructor Rating (TP 10087)

- Study and Reference Guide – Chief Pilot Air Taxi – CAR 703 Aeroplane (TP 13834E)

- Study and Reference Guide Chief Pilot Air Taxi CAR 703 – Helicopter (TP 14400)

- Study and Reference Guide – Chief Pilot Commuter Operations, CAR 704, Aeroplane (TP 14012E)

- Study and Reference Guide – Commercial Pilot Licence (CPL), including Helicopter to Aeroplane Pilot Licence – Aeroplane (TP 12881E)

- Study and Reference Guide – Flight Dispatchers (TP 12513E)

- Study and Reference Guide – Flight Engineer Licence (TP 4381)

- Study and Reference Guide – Flight Instructor Rating Aeroplane & Helicopter (TP 2810)

- Study and Reference Guide – Glider Pilot Licence (TP 876)

- Study and Reference Guide – Instrument Rating – Aeroplane and Helicopter (TP 691)

- Study and Reference Guide – Pilot Permit – Ultra-light Aeroplane (TP 14453)

- Study and Reference Guide – Operations Manager Air Taxi – CAR 703 – Aeroplane (TP 14025E)

- Study and Reference Guide Operations Manager Air Taxi CAR 703 – Helicopter (TP 14401)

- Study and Reference Guide – Operations Manager Commuter Operations – CAR 704 – Aeroplane (TP 14028E)

- Study and Reference Guide – Pilot Permit – Gyroplane (TP 13975E)

- Study and Reference Guide – Private and Commercial Pilot Licences, including Aeroplane to Helicopter Pilot Licences – Helicopter (TP 2476)

- Study and Reference Guide – Private Pilot Licence (PPL) including Helicopter to Aeroplane Pilot Licence (TP 12880E)

- Study and Reference Guide – Recreational Pilot Permit – Aeroplane (TP 12467E)

- Study and Reference Guide – Student Pilot Permit or Private Pilot License for Foreign and Military Applicants Aviation Regulations (TP 11919E)

- Study and Reference Guide – Type Rating – Helicopter (HATRA Exam) (TP 13733E)

- Summary Report Atlantic Region Freight Assistance Program Information Paper (TP 12173)

- Supercooled Large Droplet Icing (TP 14342)

- Survival in Cold Waters (TP 13822)

- System owner's guide : managing the delivery of system benefits (TP 10606)

- System Safety Briefing Kit – Summer (TP 14112E)

- System Safety Operations Manual (TP 10028)

- System Safety Policies and Procedures Manual (TP 14159B)

- System Safety Program CD-ROM (TP 13954B)

- System Safety Review – Commercial Use of the KA-32A Helicopter (TP 12760)

- System Safety Review – Procedures for the Collection, Verification and Dissemination of Aeronautical Information (TP 12802)

- System Safety Review – Sioux Lookout Air Operations (TP 12825)

- System Safety Winter Briefing Kit (TP 14181E)

- Take a Boating Safety Course…Get Your Card

- TERMPOL Review Process (TP 743)

- That's Time in Your Tanks (TP 5304E)

- The 1980 Canadian General Aviation Activity Survey Summary Report (TP 3221)

- The Ambulance in the Valley! (TP 3040)

- The Boating Restriction Regulations (TP 14533 B)

- The Canada Labour Code, Part II Includes You (TP 14317)

- The Canadian Aids to Navigation System (TP 968)

- The Canadian General Aviation Dynamics Model (TP 3775)

- The Civil Aviation Tribunal TCAG Staff Guidelines (TP 7497E)

- The Deciding Factor – The Minimum Equipment List (MEL) Training Package (TP 13262E)

- The Effect on Safety of Eliminating Whistling at Railway Grade Crossings (TP 12682)

- The End of the Float Could Be... The End of Your Life! (TP 2150E)

- The Human Factors in Aircraft Maintenance (TP E)

- The Invisible HUD (TP 13633E)

- The Local Authorities' Guide to Boating Restriction Regulations

- The right to refuse dangerous work (TP 13650)

- The Role of Railway Safety Inspectors (TP 13555)

- The Telltale Signs (TP 13674E)

- The Use of Automobile Gasoline (MOGAS) in Aviation (TP 10737)

- The Walk from A to B could take... The Rest of Your Life! (TP 3084E)

- There is Something Out There at the airport (TP 13869E)

- They Didn't Make the Meeting! (TP 3014E)

- This Report is Easy (TP 14000)

- Through the Overcast (TP 14185E)

- Thunderbolts and Thunderstorms (TP 2228E-22)

- Time in Your Tanks (TP 2228E-23)

- To Be a Pilot (TP 13651E)

- Tool Box for the Minister's Observer and Technical Advisor Programs (TP 14198B)

- Track Safety Rules (TP 11373)

- Trailers: Federal Lighting Equipment Location Requirements (TP 14117)

- Training Manual for Inspectors of Fishing Vessels under 15 Gross Tons (TP 9275)

- Training Program in Bridge Resource Management (TP 13117)

- Training Program in Marine First Aid and Marine Medical Care (TP 13008)

- Training Record Book Requirements for Watchkeeping Engineer Candidates (TP 13721)

- Training Standards for RO-RO Passenger Ships Personnel (TP 13024)

- Training Standards for Tanker Safety, Inert Gas and Crude Oil Washing, and Supervisor of Oil Transfer Operations Personnel (TP-8129)

- Transport Canada Approved Organizations (TP 3743)

- Transport Canada Aviation Management Guide (TP 10115))

- Transport Canada – Cabin Safety Program (TP 13885)

- Transport Canada Civil Aviation Guidelines: Maintenance Control Manuals (TP 14408)

- Transport Canada Civil Aviation Guidelines: Maintenance Policy Manuals (TP 14308)

- Transport Canada Civil Aviation Pilot Strike Contingency Plan (TP 13874E)

- Transport Canada Civil Aviation Research and Development Procedures Manual (TP 14332)

- Transport Canada motor fleet management manual

- Transport Canada Railway Safety Handbook (TP 12702)

- Transport Dangerous Goods – A Primer (TP-12322) [available in print and on TC Web site – PDF format]

- Transportation in Canada 1999 – Annual Report (TP 13198)

- Transportation of Dangerous Goods Safety Marks in Aviation (TP 12687E)

- Truck Activity in Canada (TP 14164)

- Truck, Buses, MPVs: Federal Lighting Equipment Location Requirements (TP 14116)

- Turn It On For Safety (TP 2228E-17)

- Uncontrolled Aerodrome IFR Procedures (TP 11962)

- Uncontrolled Aerodrome VFR Circuit Procedures (TP 11541)

- Underwater Egress (TP 2228E-18)

- Unitized Cargo Standard (TP 11232)

- Unruly Airline Passengers – The Police Response (TP 13734E)

- UNSAR costs are UNREAL... (TP 14341)

- Urban Transportation Showcase, Program Applicant's Guide, Stage 1: Expression Interest (TP 13780)

- User Assistance Package for the Implementation of Arctic Ice Regime Shipping system – AIRSS (TP 12819)

- Vehicle Defects and Recalls (TP 2822)

- VFR Communications Procedures at Uncontrolled Aerodromes with MF and ATF Areas (TP 2228E-14)

- VFR Navigation Progress Test Guide – Aeroplane (TP 13779E)

- Vulnerability of Bridges in Canadian Waters (TP 3446)

- Waiting for Charlie (TP 13638E)

- Warehouse Manual (TP 7817)

- Warning! Don't fly into CYR 724-Gagetown Restricted Area (TP 14205E)

- Watchkeeping Standards (TP 13067)

- Wear Standards for Cargo Gear (TP 9396)

- Weather to Fly (TP 13876E)

- Web Sling Standard (TP 12245)

- What We Do! – Civil Aviation Contingency Operations Division (TP 13038)

- What you should know about…Antilock Braking System (TP 13082)

- When does a goose become an elephant? (TP 12894E)

- When in Doubt... Ground Crew – Aircraft Critical Surface – Contamination Training (TP 10647E)

- When in Doubt...Small and Large Aircraft, Aircraft Critical Surface Contamination Training (TP 10643E)

- When seconds count...annual CRM training pays off (TP 13390)

- Where Did it Come From? Where Is it Going? (TP 7088E)

- Who We Are: Commercial & Business Aviation (TP 13231)

- Wildlife Control Procedures Manual (TP 11500E)

- Winter tips (TP 2228E-12)

- Work + Time = Fatigue Don't Find Your Limit by Accident (TP 5307E)

- Working together for Transportation (TP 13384)

- Working Together at Interconnected Railway Crossing Warning Systems and Traffic Control Signals (TP 13754)

- Your PIREP Could Save My Life (TP 3161)

Additional Information

National Capital Region

Safety and Security
Civil Aviation:
Communications Centre: 1-800-305-2059
National Capital Region: 613-993-7284
Email: services@tc.gc.ca
Internet: www.tc.gc.ca/civilaviation

Marine Safety:
E-mail: marinesafety@tc.gc.ca
Internet: www.tc.gc.ca/marinesafety

Office of Boating Safety:
1-800-267-6687 (in Canada only)
1-613-991-9002 (outside Canada)
E-mail: obs-bsn@tc.gc.ca

Marine Security:
E-mail: marinesecurity@tc.gc.ca
Internet: www.tc.gc.ca/marine security

Rail Safety information:
E-mail: railsafety@tc.gc.ca
Internet: www.tc.gc.ca/rail/menu.htm

Road Safety:
General Inquiries: 1-800-333-0371
National Capital Residents: 613-998-8616
Importations: 1-888-848-8240
Vehicle Recalls/Defects: 1-800-333-0510
National Capital Residents: 613-993-9851
Internet: www.tc.gc.ca/road/menu.htm

Transport Dangerous Goods information:
E-mail: tdg@tc.gc.ca
Internet: www.tc.gc.ca/tdg

List of Transport Dangerous Goods Publications:
www.tc.gc.ca/tdg/publications/menu.htm

Atlantic Region

Regional Director, Communications
95 Foundry Street, Suite 105
P.O. Box 42
Moncton, New Brunswick E1C 8K6

Telephone: 506-851-7314
Facsimile: 506-851-7327

Communications
45 Alderney Drive, 12th Floor
P.O. Box 1013
Dartmouth, Nova Scotia B2Y 4K2

Telephone: 902-426-7795
Facsimile: 902-426-6710

Communications
John Cabot Building
10 Barter's Hill Road, 8th Floor
P.O. Box 1300
St. John's, Newfoundland and Labrador
A1C 6M1

Telephone: 709-772-6197
Facsimile: 709-772-4222

Ontario Region
Regional Director, Communications
4900 Yonge Street, 4th Floor
North York, Ontario M2N 6A5

Telephone: 416-952-0156
Facsimile: 416-952-0159

Director General, Communications
Place de Ville, Tower C
330 Sparks Street, 28th Floor
Ottawa, Ontario K1A ON5

Telephone: 613-990-6138
Facsimile: 613-991-6719

Pacific Region
Regional Director, Communications
800 Burrard Street, Suite 1100
Vancouver, British Columbia V6Z 2J8

Telephone: 604-666-1675
Facsimile: 604-666-7255

Prairie and Northern Region
Regional Director, Communications
344 Edmonton Street, 4th Floor
P.O. Box 8550
Winnipeg, Manitoba R3C 0P6

Telephone: 204-983-6315
Facsimile: 204-983-7339

Communications
Canada Place
9700 Jasper Avenue, 11th Floor
Edmonton, Alberta T5J 4E6

Telephone: 780-495-3811
Facsimile: 780-495-6472

Quebec Region
Regional Director, Communications
700 Leigh Capreol, 3rd Floor
Dorval, Quebec H4Y 1G7

Telephone: 514-633-2741
Facsimile: 514-633-2751

Reading Room

An area in the Access to Information Division (see address in Introduction) has been designated, under the Access to Information Act, as a public reading room. Arrangements to view documents can also be made with the regional offices listed above.

Transportation Safety Board of Canada

Chapter 163

General Information

Background

The Canadian Transportation Accident Investigation and Safety Board Act was proclaimed in 1990, establishing an independent multi-modal agency which is known by its applied title, Transportation Safety Board of Canada (TSB). The TSB's sole object is the advancement of transportation safety. It has a mandate to do so in a number of ways, chiefly by conducting independent investigations and studies in order to identify transportation safety deficiencies and make recommendations designed to eliminate or reduce these deficiencies.

With the Board, transportation accident investigation and related functions are carried out by an agency which is independent of the government agencies responsible for the regulation and operation of transportation facilities and services.

Responsibilities

The Board's responsibilities are set out in the Canadian Transportation Accident Investigation and Safety Board Act.

The object of the Transportation Safety Board of Canada is to advance transportation safety. This is achieved by: a) conducting independent investigations and if necessary, public inquiries into air, marine, rail and pipeline occurrences in order to make findings as to their causes and contributing factors; b) reporting publicly on its investigations and public inquiries and on the related findings; c) identifying safety deficiencies as evidenced by transportation occurrences and d) making recommendations designed to eliminate or reduce any such safety deficiencies.

When it investigates an occurrence, the Transportation Safety Board of Canada has the exclusive jurisdiction to investigate for the purpose of making findings as to the causes and contributing factors; other federal agencies cannot investigate for this purpose when the TSB is investigating. The Board reports publicly on its investigations and public inquiries and on the

related findings. Board reports must, wherever possible, include safety recommendations.

In making its findings as to causes and contributing factors of a transportation occurrence, it is not the function of the Board to assign fault or determine civil or criminal liability. But, the Board must not refrain from fully reporting on the causes and contributing factors merely because fault or liability might be inferred from its findings. The Act provides that no finding of the Board shall be construed as assigning fault or determining civil or criminal liability, and the findings of the Board are not binding on the parties to any legal, disciplinary or other proceedings.

The Board reports annually to Parliament through the President of the Queen's Privy Council for Canada.

Legislation

- Canadian Transportation Accident Investigation and Safety Board Act

- Transportation Safety Board Regulations

Organization

The Board

The Statute provides for a Board Consisting of up to five full-time members, including the Chairperson. The Act requires that members be collectively knowledgeable about marine, commodity pipeline, rail and air transportation. They are appointed by the Governor in Council. Members' duties include establishing policies respecting the classes of occurrences to be investigated and policies to be followed in the conduct of investigations, reviewing investigation reports, determining findings as to causes and contributing factors, identifying safety deficiencies and making safety recommendations. Reporting to the Chairperson is the Executive Director.

Executive Director

The Chairperson has delegated to the Executive Director the role and functions of a Chief Operating Officer. As such he is responsible for seeing to the day-to-day management and coordination of all TSB activities and operations to ensure that they are conducted effectively and efficiently;

included are responsibilities for the acquisition and allocation of human and financial resources, and the provision of ongoing support and advice to the Chairperson.

Communications

This division is responsible for providing advice with respect to the formulation of TSB communications policies, for establishing and implementing TSB communications strategies and plans through such activities as making public the results of the Board's work. It keeps the TSB informed on the public response to current transportation safety issues and it provides communications support to the agency in meeting public and media information requests. It is also responsible for the content of the TSB Web site.

Legal Services

This area provides services with respect to all legal matters which arise in connection with TSB activities, including services and advice in connection with proceedings by or against the Board in legal or other proceedings.

Corporate Services Directorate

The Directorate assists operating directorates in achieving efficient, effective and economical delivery of departmental programs through provision of administrative, financial and human resource services and controls. The Directorate also ensures departmental implementation of government policies and provides coordination for corporate planning and reporting activities. It is also responsible for establishing and maintaining the informatics infrastructure and information management services to support the TSB's investigative, analytical and administrative functions. Specifically, this directorate is responsible for the following activities:

Finance and Administration

This division provides service to the agency in financial and administrative functions. It is responsible for services and advice to management, financial reporting and control and security and accommodation. It ensures that there are adequate controls to assure the public that these responsibilities of the agency are effectively and efficiently administered.

Human Resources

This division provides a full range of human resources services and controls to management

and employees of the Board. This includes: advice and support to senior management on staff relations, human resources and career planning, staffing, classification, pay and benefits, official languages, management and professional development, program development and policy interpretation, and coordination of an employee assistance program.

Informatics

This division operates and maintains Canada's transportation occurrence databases and all other computer systems required in support of the Board's investigative, analytical and administrative activities.

The division develops policies and procedures for all aspects of the TSB's informatics needs. It operates and maintains the TSB's central computing facility and also its local and wide area networks. It supports the desktop environment at the Head Office and in the Regional Offices. With the assistance of the private sector, the Informatics Division maintains its in-house (non-commercial) software and develops new software to meet changing requirements.

Information Management

This division is responsible for providing information management policies, procedures and services, including management of corporate information holdings, library services and the administration of the Access to Information Act and the Privacy Act including responding to informal requests for information.

Investigation Operations

The Directorate is responsible for all aspects of the agency's marine, rail, pipeline and air transportation safety investigations. It is responsible for the management of a multi modal voluntary confidential occurrence reports program (known as SECURITAS) and for developing the confidence of the transportation community in the use of this program. It is also responsible for the following activities:

Human Performance

This division provides human factor and passenger safety specialist support to Investigations and Macro Analysis projects. Human Performance issues include the impact of the wide domain of human factors/ergonomics on behavior, including organizational and management factors. The division is also active in the development of, and

training for, tools and frameworks that aid the systematic investigation for human factors.

Macro Analysis

This division conducts macro analysis projects including cross modal studies in which trends, hazards and systemic safety deficiencies in the national transportation system are identified, analyzed and validated. Provides consultation and expert advice on current theory, methods and results related to such research. Responds to the day-to-day queries of investigators and public for occurrence data.

Report Production

This Division produces all TSB public documents. It also prepares the TSB's printed products (e.g. occurrence reports and the TSB's safety digest Reflexions) for publication and distribution.

Air Investigation Branch

The Director of this Branch has exclusive responsibility to direct the conduct of air investigations on behalf of the Board. The investigators are experienced pilots, aircraft maintenance engineers, or air traffic controllers.

Engineering Branch

This Branch specializes in laboratory testing and analysis of parts, structural components, systems, instruments, and wreckage of materials and components from transportation occurrences. Additional responsibilities include underwater search and recovery of wreckage, documentation of occurrence sites, and the extraction and interpretation of data from on-board voice and data records. The Engineering Branch has also developed expertise in document restoration, image analysis, and new investigation techniques based on photogrammetric and remote sensing technology.

Marine Investigation Branch

The Director of this Branch has exclusive responsibility to direct the conduct of marine investigations on behalf of the Board. Marine investigators are experienced master mariners, chief engineers, or naval architects.

Rail and Commodity Pipeline Investigation Branch

The Director of this Branch has exclusive responsibility to direct the conduct of rail and commodity pipeline investigations on behalf of

the Board. Rail investigators are experienced in the many disciplines of rail operations (locomotive operations, equipment design and maintenance, roadbed, tracks and signals, operating rules, and dangerous goods). A Commodity Pipelines investigator must be familiar with pipeline design and operations as well as, media organizations, firms, companies, etc.

Information Holdings

Program Records

Administrative Services
Description: Information relating to administrative and managerial services, acts and legislation, associations, committees, conferences, meetings etc.
Topics: Administration – general, administration organization – general, access to information and privacy acts, acts and legislation – general, – departmental, – federal, agreements, appreciation, complaints, inquiries, associations, clubs, societies – general, campaigns, directives, orders, committees – general, – departmental, – interdepartmental, conferences, meetings, symposia, seminars, – general, – departmental, – interdepartmental, communications – general, – telephone, cooperation and liaison – general, – federal/provincial, – international, – universities, colleges, schools etc corporations, companies, firms, correspondence management – general, data processing, emergency measures, forms management, records management, library services, buildings and properties, equipment and supplies, contracts.
Program Record Number: TSB ASD 630

Air Investigations
Description: Information relating to the conduct and reporting of aviation occurrence investigations, transportation safety deficiencies, safety recommendations, and advisories.
Topics: Aviation safety investigation policy, aviation safety investigation – general, public inquiries, designation of investigator, flight recorders, major occurrence readiness, observer status, international co-ordination (e.g. ICAO, ITSA), accident/incident – aircraft occurrence investigations, ATS/FSS investigations.
Program Record Number: TSB ASI 200

Corporate Planning

Description: Information in support of the corporate planning system development and operation as well as information pertaining to corporate studies and assignments.

Topics: Corporate planning systems and strategic directions.

Program Record Number: TSB CPP 100

Engineering Branch

Description: Information in support of multi-modal transportation investigations relating to specialized laboratory testing and analysis of parts, structural components, systems, instruments and wreckage; underwater search and recovery of wreckage; documentation of occurrence sites; and the extraction and interpretation of data from voice and data records.

Topics: Engineering Branch – general, EDP holdings, projects from other government departments, management support and technology development projects, projects from private Canadian and foreign companies and foreign governments.

Program Record Number: TSB ELI 500

Financial Services

Description: Information relating to financial management, annual budget and full-time equivalent (FTE).

Topics: Annual Statement of Operations, annual budget (O&M), annual budget (capital), FTE utilization report, supplementary estimates, schedule of delegated signing authority.

Program Record Number: TSB FSB 640

Information Strategies & Analysis Directorate

Description: Information relating to occurrence data, statistics, macro analyses and special studies; human performance and passenger safety evaluations; public and internal communications; information management services; and TSB informatics services and systems.

Topics: human performance – general, human performance/ICAO Study Group, human performance and passenger safety investigations; communications policies and strategy, internal and external TSB communications, annual report to Parliament, TSB's safety digest (REFLEXIONS), Internet Home Page; information management policies, procedures and studies, annual report to Parliament on Access to Information and Privacy; information systems documentation; transportation occurrence data, statistical summaries and analyses.

Program Record Number: TSB SPD 610

Legal Services

Description: Information relating to administration of legal matters, opinions and decisions, powers of attorney, commissioner of oaths, affidavits etc.

Topics: TSB Act and proposed Regulations, Memoranda of Understanding.

Program Record Number: TSB LSB 620

Marine Investigations

Description: Information relating to the conduct and reporting of marine occurrence, (accidents, incidents, casualties), investigations, transportation safety deficiencies, safety recommendations, and advisories.

Topics: Marine casualty investigations – general, instructions, studies – commercial, fishing, passenger, occurrence reporting – general, marine occurrences – general, marine occurrence – investigations.

Program Record Number: TSB MSI 300

Personnel Services

Description: Information relating to the employment of members of the public service of Canada, documentary forms, personal files, correspondence regarding policy including attendance, establishment, leave, holidays, salaries and wages, promotions, training of staff etc.

Topics: Personnel – general, personnel – personal records, appointments – general, audits, awards and honours, classification, employment and staffing, human resources, occupational safety and health, official languages, harassment policy, pay and benefits, reports and statistics, staff relations, studies, surveys, systems, etc.

Program Record Number: TSB PSB 650

Railway/Pipeline Investigations

Description: Information relating to the conduct and reporting of rail/pipeline investigations, transportation safety deficiencies, safety recommendations, and advisories.

Topics: Occurrence investigations – railway, occurrence investigations – pipeline, other, dangerous goods, observer status, powers of investigators, public queries, railway reporting requirements, summary of railway accidents.

Program Record Number: TSB RPI 400

Secretariat

Description: Information relating to agendas and minutes of Board meetings, public inquiries, report production, information inquiries and access to information and privacy.

Topics: Meeting arrangements, agenda items

and deliberations.
Program Record Number: TSB BSS 660

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Personnel

Proactive Disclosure

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks

Applications for Employment

Description: This bank contains applications for employment with the Board. These requests usually consist of a letter and curriculum vitae. Applications are examined and considered for available or future positions.
Class of Individuals: General public.
Purpose: This information was not solicited but was provided voluntarily by individuals seeking employment with the Board.
Consistent Uses: None
Retention and Disposal Standards: These records are retained in the Board for two years, then destroyed.
RDA Number: 98/005
Related PR#: TSB PSB 650
TBS Registration: 002980
Bank Number: TSB PPU 010

Confidential Reporting

Description: This bank was established to encourage members of the transportation community to report hazards and possible safety deficiencies with a view to preventing accidents and incidents.
Class of Individuals: Crew members, maintenance employees, traffic controllers, etc and the general public.
Purpose: To identify safety deficiencies in the national transportation system.
Consistent Uses: Compiling statistics analyzing information and drafting Recommendations designed to prevent accidents and incidents.
Retention and Disposal Standards: 20 years, after which they are transferred to the National Archives.
RDA Number: 95/015
Related PR#: TSB ASI 200, TSB MSI 300, TSB RPI 400
TBS Registration: 002977
Bank Number: TSB PPU 020

Investigation Files – Marine, Rail, Pipeline, Air

Description: Accident/incident files contain information gathered during the course of an investigation, and may contain personal information on individuals eg. Medical, autopsy and other information on victims, passengers and crew members; traffic control and on-board recordings; witness statements and the presumptive language of analysis, including references to unsafe acts. During the field phase, all basic information is

documented. Some of this information is captured and stored in one the four modal databases (ASIS-Air, MARSIS-Marine, RODS-Rail and PODS-Pipeline) Safety deficiency notifications are prepared, laboratory examinations are requested to test and analyze material and metallurgical component failures, and when required, specimens from surviving or deceased crew are analyzed at a medical laboratory.

Class of Individuals: Individuals involved in transportation occurrences.

Purpose: The purpose of this bank is to enhance existing transportation safety programs by identifying safety deficiencies, by identifying anomalies and trends, and by making recommendations designed to eliminate or reduce safety deficiencies.

Consistent Uses: Compiling statistics relating to the administration of the Act.

Retention and Disposal Standards: Files are kept for 20 years after which they are transferred to the National Archives.

RDA Number: 94/014

Related PR#: TSB ASI 200, TSB MSI 300, TSB RPI 400

TBS Registration: 002981

Bank Number: TSB PPU 005

Mailing Lists

Description: This bank contains mailing lists with the names and addresses of individuals, pilots, academics, media organizations, firms, companies, etc.

Class of Individuals: Pilots, marine masters, railway personnel, pipeline companies, transportation unions, engineers, academics, government officials, transportation training schools and the general public.

Purpose: To maintain standard lists of individuals, organizations, groups, businesses etc for the purpose of mailing publications, reports, news letters, press release and other documentation of Board activities and programs.

Consistent Uses: The information is used to mail and distribute documentation to individuals on the mailing lists.

Retention and Disposal Standards: Two years after last administrative action, then destroyed.

RDA Number: 98/001

Related PR#: TSB ASD 630

TBS Registration: 002978

Bank Number: TSB PPU 025

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Hospitality

Personnel Security Screening

Travel

Manuals

- Administrative Services Manual
- Financial Coding Manual
- Financial Management Manual
- Human Resources Manual
- Manual of Investigation Operations
- Manual of Investigation Standards and Procedures
- Manual of Public Inquiry Procedures
- Records Management Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For assistance concerning the interpretation of Board Guidelines, interested parties may contact:

Coordinator
Access to Information and Privacy
Transportation Safety Board of Canada
Place du Centre
200 Promenade du Portage, 4th Floor
Gatineau, Quebec K1A 1K8

Reading Room

In accordance with The Access to Information Act, an area on the premises of this agency has been designated as a public reading room. The address is:

Transportation Safety Board of Canada
Place du Portage, 4th Floor
Gatineau, Quebec K1A 0K8

Treasury Board of Canada Secretariat

Chapter 164

General Information

Background

The Treasury Board, a committee of the Queen's Privy Council for Canada, was established in 1867. The Board consists of the President of Treasury Board, the Minister of Finance and four other ministers nominated by the Governor in Council. The Treasury Board of Canada Secretariat (TBS or the Secretariat), the administrative arm of the Treasury Board, is headed by a Secretary who reports to the President of the Treasury Board. The Secretariat was part of the Department of Finance Canada until 1966, when it became a separate department.

Responsibilities

The Secretariat has a dual mandate: To support the Treasury Board as a committee of ministers and to fulfil the statutory responsibilities of a central government agency. This entails providing operational programs to carry out the legislated responsibilities of the Treasury Board. These responsibilities derive from the broad authority of sections 5 – 13 of the Financial Administration Act, as well as the authorities in other Acts, including: The Public Service Labour Relations Act, the Employment Equity Act, the Official Languages Act, the Access to Information Act, the Privacy Act, the Federal Real Property and Federal Immovable Act, and the Public Service Employment Act. The Secretariat's responsibilities for the general management of the government cross all policy sectors managed by 22 operating departments and many other organizational entities as reported in the Main Estimates.

The role of the Secretariat is to define and develop modern governance at the federal level. Although the accountability for Public Service management increasingly rests with departments, the Treasury Board of Canada and its Secretariat provide strategic leadership in Public Service management and reform through a management board role. That role emphasises results-based management and facilitation, essential central controls, and intervention when necessary.

The mission of the Secretariat is to support the Treasury Board and to help the Government

of Canada operate effectively within available resources. The Secretariat implements the policies developed by the Treasury Board as the manager of the Public Service and manages the human, financial, information technology, and material resources that support it. This is carried out by several branches/sectors of the Secretariat, described below under "Organization".

Legislation

- Access to Information Act, R.S.C. 1985, c. A-1
- Appropriation Acts
- Auditor General Act, R.S.C. 1985, c. A-17
- Crown Corporations Dissolution Authorization Act, S.C. 1985, c. 41
- Diplomatic Service (Special) Superannuation Act R.S.C. 1985, c. D-2
- Federal Real Property and Federal Immovable Act, S.C. 1991, c. 50
- Financial Administration Act, R.S.C. 1985, c. F-11 (jointly with the Minister of Finance and the President of the Queen's Privy Council for Canada)
- Governor General's Act, R.S.C. 1985,c. G-9
- Lieutenant Governors Superannuation Act, R.S.C. 1985, c. L-8
- Members of Parliament Retiring Allowances Act, R.S.C. 1985, c. M-5
- Pension Benefits Division Act, S.C. 1992 c. 46, Schedule II
- Privacy Act, R.S.C. 1985, c. P-21
- Public Pensions Reporting Act, R.S.C. 1985, c.13 (2nd Supp.)
- Public Sector Compensation Act, R.S. 1991, c.30
- Public Sector Pension Investment Board Act, S.C. 1999, c.34
- Public Service Employment Act, R.S.C. 1985, c. P-33 (certain provisions only)

- Public Service Modernization Act, S.C. 2003, c.22 (certain provisions only)

- Public Service Pension Adjustment Act, R.S.C. 1970, c. P-33

- Public Service Labour Relations Act, R.S.C. 2005 c. P-35 (jointly with the President of the Privy Council)

- Public Service Superannuation Act, R.S.C. 1985, c. P-36

- Special Retirement Arrangements Act, S.C. 1992, c. 46 (Schedule I)

- Supplementary Retirement Benefits Act, R.S.C. 1985, c. S-24

Organization

Access to Information Review Task Force (ATIRTF)

The President of the Treasury Board and the Minister of Justice established the Access to Information Review Task Force in August 2000. Its mandate is to conduct a broad review of the Access to Information Act and the way it is administered within the federal government. The Task issued its final report in June 2002. The information holdings will remain at the Treasury Board Secretariat under Government Operations Sector.

Chief Information Officer Branch (CIOB)

The Chief Information Officer Branch (CIOB) provides strategic direction and leadership for the government-wide pursuit of excellence in service delivery, information management and information technology in the Government of Canada (GC). The CIOB is responsible for establishing and implementing of GC policies on service, access to information, information management, information technology, privacy and security to assure the sound management and stewardship of the government's information and technology assets.

Climate Change Review and Sustainable Development Sector

The Climate Change Review and Sustainable Development division supports the review of climate change programs as well as sustainable development strategies.

Corporate Administrative Shared Services (CASS) Initiative

The Corporate Administrative Shared Services (CASS) initiative was established to explore the feasibility of adopting a shared services approach to deliver internal corporate and administrative functions across multiple government departments and agencies. Shared services are defined as the consolidations of common systems and functions that are standardized with a minimum of variation and shared by many. Typically, these services include human resources, finance and materiel management, as well as the information systems and services that support these activities. The goals of shared services are to enhance efficiency, reduce duplication and standardize the information produced.

Corporate Priorities and Planning

The Corporate Priorities and Planning (CPP) sector leads processes to develop and implement the management agenda for the Government of Canada. Leadership, in this regard, is provided through engagement of Treasury Board Ministers and their sub-committees, deputy ministers and assistant deputy ministers of line departments and central agencies (particularly PCO), as well as external experts. This sector lays the foundation for the development and implementation of specific government-wide management priorities, namely, the renewal of the Treasury Board policies, defining management excellence and assessing performance for all departments through the Management Accountability Framework (MAF), providing integrated policy advice and leadership on matters of strategic importance to the Secretary, President and Treasury Board, and maintaining a comprehensive body of knowledge on advancements, trends and pressures in public sector management.

In supporting the development and implementation of government-wide management priorities, the sector provides leadership in governance and planning processes within TBS to identify and ensure coherence amongst corporate priorities. The sector provides the Secretary of the Treasury Board, and the other sectors within TBS, with a strategic view of the department, and advice and support in implementing priority initiatives while monitoring progress and ensuring clear accountabilities.

Corporate Services Branch (CSB)

Corporate Service Branch is composed of five divisions: Finance and Administration; Human Resources; Information Management and Technology: Security Services; and Internal Audit and Evaluation. The respective services provided by these divisions are available to employees of the Department of Finance, Treasury Board Secretariat and the Public Service Human Resources Management Agency of Canada. Expenditure Management Sector (EMS) Expenditure Management Sector (EMS) provides a central focus within the Treasury Board Secretariat (TBS) for the functions that support and strengthen the TBS's role in the government's broader expenditure management system. The work of the EMS covers the entire expenditure management cycle – from expenditure analysis, forecasting and expenditure management strategies, policies and operations through to results-based budgeting, evaluation, accountability and reporting. EMS plays a strong integration role in planning and coordinating the expenditure management initiatives and providing a whole-of-government perspective on matters related to direct program spending and management of reserves, The sector has the responsibility to develop the expenditure management information system (EMIS) to its full maturity and for implementation of the Management Resources and Results Structure Policy.

Labour Relations & Compensation Operations (LRCO) The Labour Relations & Compensation Operations Sector (LRCO) focuses and strengthens the capacity of the Treasury Board Secretariat (TBS) to fulfil its responsibilities as 'employer' for the core public administration. This is an essential part of a human resources management framework that enables the federal public service to manage more efficiently the people who deliver government programs and services to Canadians, and that promotes effective labour-management relations and compensation operations in the Public Service of Canada. The Labour Relations & Compensation Operations (LRCO) areas of responsibility include: bargaining (strategy, negotiations and statistical support) for core public administration and separate agencies' mandates; essential services agreements; exclusions; union dues; bargaining agent certification; pay administration; compensation for excluded groups, RCMP and Military; various administrative and employee reimbursement policies; policy direction on discipline; adjudication

of grievances; health and safety; human rights complaints; and pay equity. Legal Services.

Treasury Board Legal Services provides legal advice to the Treasury Board and the Public Service Human Resources Management Agency of Canada and the President with respect to their powers and duties. The Unit, staffed by Department of Justice lawyers, supports the Treasury Board Secretariat in its role as board of management of the Public Service of Canada by ensuring that the conduct of government affairs is in accordance with the law.

Legal Services lawyers give specialized legal advice to the Treasury Board Secretariat and the Government of Canada in connection with the Secretariat's central agency functions pertaining to the legislation for which the Treasury Board and the President of the Treasury Board is responsible. The Legal Services Unit provides advice with respect to the enactment of and the amendment to legislation and regulations, as well as strategic advice concerning policy development and other initiatives. The Unit conducts labour and employment-related litigation before the Public Service Labour Relations Board and other administrative tribunals, the Federal Court of Canada, the Federal Court of Appeal and the Supreme Court of Canada representing the employer Office of the Comptroller General (OCG).

Office of the Comptroller General

The Office of the Comptroller General (OCG) cultivates rigorous stewardship of public funds and value for money and promotes stronger financial and audit controls at all levels across the federal public service. It does this by setting and reviewing financial, accounting and auditing standards and policies for the Government of Canada and by overseeing all government spending, including review and sign-off on new spending initiatives. In addition, the OCG provides functional direction to the financial federal government's internal audit and financial management communities and nurtures and manages their professional development. It also guides the introduction of modern, timely, enterprise-wide financial information systems to track all spending and provides appropriate guidance and tools for effective scrutiny and decision-making and reporting of financial information that is linked to results.

Program Sectors (Government Operations, Economic, Social and Cultural and International Security, and Justice Sectors)

The Program Sectors support the Treasury Board in its role as a management board by providing analysis and advice on strategic resource allocation for the departments and agencies of government. In fulfilling this role, the Program Sectors provide advice on the effective use of resources; program design, viability and responsiveness; funding pressures and mitigation strategies; and broad government operations issues and management strategies. The Program Sectors also play a lead role in relation to the oversight of the operations of Crown Corporations. These three sectors, along with the Expenditure Management Sector and the Expenditure Operations and Estimates Division of the Comptroller General's Office, work together in making recommendations to the Treasury Board on allocating financial resources in light of government priorities, fiscal targets, pressures relating to existing programs and results achieved; developing and maintaining accountability frameworks within which Parliament approves resources and in light of which departments and agencies report on their use, thereby co-ordinating the process whereby the government obtains funds from Parliament; monitoring the implementation of approved policies and programs, and advising the Treasury Board on success in achieving intended results; advising the Treasury Board President, in his role as a member of Cabinet, on the resource implications of new government policy and project initiatives while promoting innovative management and increased efficiency and effectiveness in delivering programs; and providing analysis and recommendations to the Treasury Board on Crown corporation corporate plans and budgets.

The Government Operations Sector is comprised of the Assets and Acquired Services Directorate (AASD), the Government Operations and Services Directorate and the Governance Directorate.

The AASD is the government's policy centre for planning investment in and managing procurement projects, real property and materiel assets and related services. The Directorate provides leadership and oversight for informed decision-making by Ministers and officials in central agencies and departments; develops, maintains and modernize the government's policies for the efficient management of public assets and acquired services; provides policy support, interpretation and advice to TBS and departments; manages the central registry of all federal real property and federal contaminated sites; co-manages the federal Contaminated Sites Accelerated Action Plan with Environment Canada; prepares reports to Parliament on the Application of the Alternative Fuels Act , and develops and implements a Professional Development and Certification Program for the procurement, real property and materiel communities.

The Government Operations and Services Directorate provides advice to senior management and Treasury Board Ministers on a broad range of policy and program design issues and financial and management practices. The directorate is divided into three divisions: Public Works and Government Services Canada Division (PWGSCD), Government Operations and HR Management.

The Governance Directorate (GD) is central to the development of governance tools to identify major risks to sound management of public institutions, particularly Crown corporations, their expenditures and to the integrity of existing programs and activities within and across those institutions. The Directorate is primarily responsible for initiatives related to the governance regimes for the full spectrum of organizational forms, ranging from almost full federal control/presence, (eg" Special Operating Agencies), to minimal federal control/presence, (eg Shared Governance Corporations). The Governance Directorate has specific program responsibility for the oversight of all 46 Crown corporations, including the implementations of the Review of the Governance Framework for Canada's Crown Corporations. The GD produces the President's Annual Report to Parliament on Crown Corporations and other Corporate Interests, and is also responsible for the implementation of the Policy on Alternative Service Delivery.

Secretary and Associate Secretaries' Office

The Secretary is the deputy minister who directs the work of the Secretariat and advises the President and the Treasury Board on the organization and management of that part of the Public Service under the Treasury Board's jurisdiction. The Office of the Secretary is responsible for the daily administrative functions of the organization.

Strategic Communications and Ministerial Affairs (SCMA)

SCMA is the focal point in the Secretariat, for ensuring that the President, Secretary and Associate Secretaries and exempt staff are provided with the briefing, correspondence and logistical support related to Treasury Board meetings, parliamentary affairs, Cabinet Affairs and dealings with other government departments and non-governmental organizations. It manages and coordinates the Treasury Board's meetings; coordinates the Secretariat's access to information and privacy activities; tracks and assists in the preparation of replies to correspondence addressed to the President and the Secretary. It also acts as a clearinghouse and maintains the official file for all submissions received by the Treasury Board from all government departments. It maintains tracks and distributes all Treasury Board submissions and cabinet documents and papers from the Privy Council Office to the Secretariat.

SCMA also provides strategic communications advice to the President and the Secretary of the Treasury Board as well as to other branches within the Secretariat. As part of this effort, it provides operational support and professional services in communications, advertising, publishing and public opinion research. Its communicators provide strategic direction through communications plans, write and produce news releases, media lines, speeches and presentations in support of Secretariat communications. SCMA provides an electronic media monitoring service to the Secretariat through the TBS News Centre, as well as research and analysis of current issues and media trends. Media relation's activities are also provided to facilitate the department's communications needs and to address specific questions from national and local media. It also manages and coordinates Parliamentary Affairs activities for the TB Portfolio.

SCMA is also responsible for corporate communications. It provides strategic advice and services in the areas of internal communications, outreach, consultation, publishing, web services and web development. It is also responsible for public enquiries, the fairs and exhibits program and coordinating requests for copyrighted material. It manages the TBS Web site and is the departmental lead on Government On-Line (GOL) and "Common Look and Feel" – (CLF) standards.

SCMA is responsible for Regional Federal Councils and for coordinating the Secretariat's intergovernmental and international relations. SCMA ensures information sharing with key federal, provincial/territorial, national, and international partners and stakeholders to facilitate a more effective, responsive, and integrated approach to developing and delivering federal programs and services throughout Canada. SCMA liaises with the Privy Council Office and other departments on government-wide activities and issues. It also serves, as the Treasury Board policy centre for the Federal Identity Program and the Communications Policy of the Government of Canada.

Transformation Alignment Office (TAO)

In 2005, the Government of Canada launched an ambitious program of internal and external service renewal through a series of initiatives. The initiatives are loosely coupled and led by different departments and agencies, but share a common theme of improved services to Canadians and to the Government of Canada employees who serve Canadians. The initiatives are as follows: IT Shared Services, Service Canada, Corporate Administrative Shared Services, Procurement Reform and Real Property Reform (Including Shared Travel and the Government of Canada Marketplace projects). The horizontal initiatives have far ranging implications on a number of fronts such as quality of service to Canadians, governance, policies, the funding required to start and sustain the initiatives, the employees of the federal government and when combined, on the operations of individual departments and agencies. All of the above initiatives are government-wide. The purpose of the TAO is to lead an integrated approach to internal and external service transformation across the Government of Canada.

Information Holdings

Program Records

Access to Information Review Task Force
Description: Information relating to the work and administration of the Task Force, including the Terms of Reference of the Task Force.
Note: This information holding will be integrated under the Program Record Number TBS CIO145.
Topics: Act – Administration; Committees – Assistant Deputy Minister Advisory Committee,

External Advisory Committee; Communications – Briefing Notes, House Cards, Media Coverage, Press Releases, Speeches; Consultations – Departmental, Private Enterprises, Provincial Governments, Public; Correspondence – Incoming, Outgoing, Reports and Recommendations; Research; Submissions – Acknowledgements, Relating to the Act; Terms of Reference; Other Jurisdictions – Countries, Provinces; Questions and Answers; Much of this information is available on the Task Force web site at www.atirtf-geai.gc.ca.
Program Record Number: TBS CIOB 001

Chief Information Officer Branch

Alignment and Stewardship (A & S) (formerly part of IT/IM Stewardship Division)
Description: Information on the Alignment and Stewardship Division (A & S) that provides direction on the sound management of Government of Canada IT/IM assets and expenditures, and ensures the alignment of departmental IT/IM enabled projects and programs with TBS policies and government – wide priorities.
Topics: IT/IM Stewardship; IT/IM Assets-Asset Management Systems, Asset Overview, Financial Assets; Stewardship strategies, initiatives and projects (SSIP)-General, Capability maturity model (CMM), Enhanced management framework (EMF), Support to Treasury Board Secretariat (TBS) activities-General, Active Monitoring, Departmental Assessments, Departmental Management Assessment, Departmental project and initiatives. Long term Capital Plans, Memorandum to Cabinet Briefing notes, portfolio teams, program integrity, TBS policies, TBS Submissions, Outcome Management.
Program Record Number: TBS CIO 080

Business and Service Strategies Division (Formerly Policy and Service Transformation Sector and Service Transformation Division)
Description: Information on the Business and Services Strategies Division that is responsible for the Government of Canada (GC) Service Policy framework for internal and external services and their delivery, setting government-wide direction for and coordinating external service transformation activities, and citizen-centered research and analysis.
Topics: PST contracts, division administration, framework and strategy, governance, liaison, core departments and agencies, international, non-core departments and agencies, program/project management, GOL material prior to move to PWGSC, Research and Analysis, communication,

environmental monitoring and research, Service Strategy, Service Delivery-general, improvement-general, facilitation; Service Transformation Business and Service Strategies-general, Service Strategy, Service delivery-general, improvement-general, facilitation; service transformation, service policy.
Program Record Number: TBS CIO 063

Chief Information Officer
Description: Information related to the mandate and functions of the office of the Chief Information Officer (CIO) and the Deputy Chief Information Officer (DCIO) of the Government of Canada.
Topics: Chief Information Officer (CIO)- auditor general report, briefing notes, committees-change management, communications, conferences, meetings, seminars-bilateral, staff meetings, liaison-corporations, companies, firms, group, departments and agencies; organization; plans and programs, presentations-decks, resource centre; Year2000 (Y2K)-departments and agencies; Outcome management; framework and strategy, governance, liaison, international. Obsolete Primaries: Post Y2K-Post Implementation Assessment Reports, departmental readiness group (DRG) project completion, government on-line (GOL), planning presentations, reports, and Y2K expenditures. Y2K learning models; Year 2000 (Y2K)-departments and agencies; Policy and service transformation (PST)-framework and strategy, governance, liaison-core departments and agencies, international; CPR-communication-general, departmental (internal), international and domestic delegations, media lines, question period cards (QP cards) and questions and answers (Q & A's), public products; internet-general, intranet, procedures, public service, reports and statistics, strategic plans, world-wide web (WWW).
Program Record Number: TBS CIO 040

Enterprise Architecture and Standards Division (formerly Architecture, Standards, and Engineering Division)
Description: Information on the Enterprise Architecture and Standards Division (EASD) that provides Government of Canada leadership in architectural design of GC programs, policies and services through a coherent collection of policies, standards, guidelines, frameworks, reference models and support service to ensure the goals of interoperability and common infrastructure.
Topics: EASD-business plan, CIO tracking, committees and meetings- communications, funding, governance, policies, forums-international, national, liaison-government on-line (GOL),

stewardship, status reports, research; Ad Hoc Material, Program Management-General, Architecture Review Board, Core Architecture Team, GOC architectural framework, GOC Standards Framework, architectural review Procedures, S11 requirement process, standards review Procedures, TRA (Threat and Risk Assessment) Procedures, Architecture and Standards Assessment, Architecture and Standards Monitoring; Enterprise Modelling; System Modelling; TBITS; ITS Standards; Architecture-Accessibility, Authentication, Business, Identity Management Information, IT Communications, Operations, Security, Services; architecture Pilots; Common Look and Feel (CLF) Architectural Requirements; Open Source Software (OSS); COMPASS; Government Services Reference Model; Secure Message Handling Systems (SMHS); Federated Architecture Program; Application Domain Team; Directories Domain Team; e-Forms Domain Team; Messaging Domain Team; Network Domain Tem; Security Domain Team; PSEPC interoperability project, IT security secretariat; Business Transformation Engagement Program (BTEP)-General, Planning, Provisioning Services Evaluation, Services Commissioning/Change/Decommissioning, Historical; BTEP Program Service Delivery-General, Business Problem Assessment, Transformation Business Case Determination, Vision, Strategic Design Alignment Demonstration, Strategies Formulation, GC Business Design, Transformation Implementation Planning, Service Provisioning Delivery (SPD)-general Service Case Management, Service Environment, Service Configuration, Service Evaluation, Service Planning.
Program Record Number: TBS CIO 002

Information Management Strategies Division (IMSD) (Formerly Information Management Division)
Description: Information on the Information Management Strategies Division (IMSD) including management of information in the Government of Canada the Management of Government Information (MGI) policy and associated standards, guidelines; principles, best practices, governance, and accountability structures. IMSD leads the development of the Government of Canada IM Program to ensure information interoperability in the design of programs and services and maintains an inventory of GC IM initiatives.
Topics: IM strategies and plans services (IMSD)-general, IM community outreach

and communications service, MGI policy implementation and compliance support services metadata service, IM program strategic business design service, Framework for the management of information service; Information Policy Division-general, corporate information management; records management.
Program Record Number: TBS CIO 005

Information, Privacy and Security Policy Division (IPSPD)
Description: Information on the Information, Privacy and Security Policy Division (IPSPD), that administers information, privacy, security, identity management, accessibility, and proactive disclosure policies on behalf of the President of the Treasury Board, ensuring consistent application of policies, and providing ongoing advice and interpretation to institutions. The IPSPD is also responsible for providing interpretation and support of the Common Look and Feel Standards to departments; and the annual update to the Info Source publications.
Topics: ISPD Committees: Communications-Internal, External; Database Management; Plans and Priorities; identity management Projects-TBS Policy Suite Review; Web Site-Access to information and privacy policy, common look and feel, proactive disclosure, security policy; Access to Information and Privacy (ATIP); Acts and Legislation-US Patriot; Federal court cases; Access to Information (ATI) administrative reform (2000-2002)-government response, Institutional annual and statistical reports; Legislative reform-ATIA-section 67.1, Privacy Act; Access to Information 2004 Legislative reform-crown corporations; Advice and Guidance-external, internal; ATIP-Committees-general, ADM Privacy Committee, Internet advisory committee (IAC) Internet forum; Senior ATIP Coordinators Committee (SACC); ATIP Community Development-General, Annual Conference, Awards, Community Meetings, HR Renewal, Training and Development-calendar and notices, institution specific training, lunch and learn sessions, workshops; ATIP-Complaints; ATIP-Cooperation and Liaison-international, federal institutions, specific departments; ATIP-Electronic Management Systems-General, Coordination of Access to Information Requests System (CAIRS); ATIP-Info Source Publications-General, Institutional Chapter Submissions, Sources of Federal Government Information, Sources of Federal Employee Information, Directory of Federal Government Enquiry Points, Access to Information Act and Privacy Bulletin; Program

records; ATIP-Personal Information Bank (PIB); ATIP-Policy Development-Access to Information , Common look and feel-general, internet, intranet/ extranet, information management, Privacy; Privacy impact assessment (PIA), Proactive disclosure; ATIP-Projects- Info Source Publications Review, consultations, interdepartmental review committee; Social insurance numbers (SIN) and Data Matching; ATIP-general, briefings, and presentations, bulletins, contracts, evaluation, institutions, printing, production and distribution, provinces and other countries, reports; ATIP-Access-general, issues and legislation, register; ATIP-privacy-general, index, issues and legislation; Security-general, business resumption planning (BRP), Implementation, other countries, Personnel screening-personnel policy branch (PPB), Policy-general, comprehensive; Security-Acts and Legislation-General, Canadian Security Intelligence Service (CSIS) Act-section 29 amendments, Human Rights Act, Security of Information Act (SOIA), Security-Advice and Guidance-External, Internal; Security-Committees-General, Federal Association of security officials, Government Security Policy Steering Committees, Information Technology Standard Committee (ITSC), Advisory committee on physical security (ACOPS); Security-Community development-general, annual conference , departmental security officer (DSO) meetings, security awareness week; Security-co-operation and liaison-federal government institutions, international-general, North Atlantic treaty organization (NATO) Security-Information technology (IT) security-general, public key infrastructure, secure channel; Security –Monitoring and evaluation-general, departmental security office visitations, institutional audits, security audit and self assessment guidelines, security impact analysis studies; Security-Policy and Standards Development-General, Government Security Policy (GSP) 1994; Government Security Policy (GSP) (2002); Security Program/ Governance, Sharing of information and other assets, security outside of Canada, contracting, security training, awareness and briefings, identification of assets, security risk management, access limitations, security screening, protection of employees, physical security, information technology, security in emergency and increased threat situations, business continuity planning, investigation of security incidents, sanctions, notification, glossary of terms, agreements, Security-Research and development, Security incidents, training and development.
Program Record Number: TBS CIO 030

Internal Services Modernization Program (ISMP) (Formerly part of IT/IM Stewardship Division)
Description: Information on the Internal Services Modernization Program (ISMP) that provides policy direction to streamline and standardize business processes, practices, systems, and services to improve the delivery of internal-to government services.
Topics: Shared services; Shared Systems (SS)-General, Administrative systems steering committee (ASSC), Liaisons, Shared system policy, Comptrollership shared system domain; HR shared system domain, IM shared system domain, Shared systems strategy; Horizontal Review, Internal Services Modernization Program (ISMP), IT Shared Services, Corporate and Administrative Shared Services.
Program Record Number: TBS CIO 777

Strategic Planning and Coordination Division
Description: Information on the Strategic Planning and Coordination Division, which coordinates and supports the work of CIOB interdepartmental committees, CIOB strategic and operational planning exercises, events and liaison services supports the government-wide use of Official Languages in the area of information management and technology, CIOB web content management, and administers the CIOB budget, human resources, and accommodations requirements.
Topics: Strategic planning and coordination (SPC)-committees-General, Advisory committee for information management (ACIM) architecture review board (ARB), Chief Information Officer Council (CIOC), Electronic service delivery committee (ESDC), GOL Human Resources, GOL Leads, Heads of IT for small departments and agencies, Information Management and Policies Committee (IMPC), Public service chief information officer council (PSCIOC), public sector service delivery council (PSSDC), Service and Information Management/Information Technology Management Board (SIMB), Service Transformation Committee (STC), TBSAC Information Management Sub-Committee (TIMS); Conferences, Meetings, Symposia Government-on-line (GOL), Symposia-association of public sector information professionals (DPI),heads of IT Conference, Lac Carling, On-Line Executive Summit, Technology in Government Week (GTEC); Strategic Planning-General, CIOB Business Plans, CIOB Decision Tracking Tool (CDTT), Procedures and Backgrounders, Reports and Statistics; Access to information and privacy, associations, clubs,

societies, correspondence management, forms management, information management, library services, mail and messenger services, security, translation services, visits and tours, budget Human Resources Management.
Program Record Number: TBS CIO 175

Technology Strategies (TS) (Formerly part of IM/IT Stewardship Division)
Description: Information on Government of Canada Technology Strategies (TS) that is responsible for the government of Canada Management of IT Policy and associated application strategies; directives, guidelines, and tools. TS conducts government-wide performance measurement and reporting of GC IT services and expenditures.
Topics: Information technology infrastructure library (ITIL), ISS Major Investment Oversight, Office automation (OA) strategy, Strategic management opportunities; Application Architecture, Technology Architecture, Management of IT.
Program Record Number: TBS CIO 424

Climate Change Review and Sustainable Development Sector
Description: The Climate Change Review and Sustainable Development Sector supports the review of climate change programs as well as sustainable development strategies.
Topics: Climate Change Review and sustainable development sector-general; Climate Change Science, Horizontal Policy, Impacts and Adaptation, International, Mitigation, Public education and outreach, technology and innovation, sustainable development-general.
Program Record Number: TBS CCRSD 001

Corporate Administrative Shared Services Initiative
Description: The Corporate Administrative Shared Services (CASS) initiative was established to explore the feasibility of adopting a shared services approach to deliver internal corporate and administrative functions-including human resources, finance and materiel management, as well as the information systems and services that support these activities-across multiple government departments and agencies.
Topics: Corporate Administration Shared Services Initiatives-Committees and Working groups, Organization, Plans and programs, Projects, Reports, Research; Finance-Committees and Working groups, Organization, Plans and programs, Projects, Reports, Research; Human

Resources-Committees and Working groups, Organization, plans and programs, Projects, Reports, Research; Integration-Committees and Working Groups, Organization, Plans and programs, Projects, Reports, Research; Information, Services and Technology-Committees and Working groups, Organization, Plans and programs, Projects Reports, Research; Material Management-Committees and Working groups, Organization, Plans and programs, Projects, Reports, Research.
Program Record Number: TBS CASS 001

Office of the Comptroller General
Description: Responsible for co-ordinating organizational and administrative requirements for the Office of the Comptroller General.
Topics: General information relating to Office of the Comptroller General. Committees, boards, panels conferences, symposia, meetings and task forces – Treasury Board administrative coordinators committee (TBACC), federal budget input strategic and business planning, performance measurement, performance reporting; Forward planning calendar; Liaison – departments agencies, other countries; Organization; Parliamentary matters. Presentations; Reviews audits Strategic planning (key activities); General information generated by the former Office of the Comptroller General; Auditor general – study of procedures in cost effectiveness (SPICE); Committees; Conferences, meetings and seminars; Parliamentary matters.
Program Record Number: TBS CGO 665

Financial Information Strategy (FIS) (Prior to April 2002)
Description: FIS is a long-term, major project consisting of a series of phased initiatives to address the management and provision of corporate financial information. FIS will implement a new model of accounting in government.
Topics: General information relating to Financial information strategy; Associations and organizations; Conferences- committees- councils-meetings- symposia; Departments, agencies and crown corporations; Reports and plans; Training and development; Functional requirements; Working groups; Systems; Consultants; OCG/FIS and SSC/FIS Projects.
Program Record Number: TBS CGO 040

Capacity Building and Community: (Formerly Financial Management Community Development)

Description: Provides strategic direction and co-ordination of key initiatives for community development and capacity building for the Financial Management and Internal Audit communities. The Sector is broadening its services to integrate functional communities through recruitment activities, mobility, career progression, training and learning, and professional development.

Topics: Financial management and analysis sector (FMAS)-Accounting practices; Accounting and control of expenditures; Accounting and control of revenue and accounts receivable –collection of debts due to the Crown-collection methods (revenue guidelines master agreements), deletion of debts due to the crown –standing interdepartmental committee on uncollectible debts, interdepartmental settlements, standing advances; Advice and assistance; Annual Canada/US Colloquium on financial management for national governments; Circular guides and information bulletin maintenance; Claims and ex gratia payments; Classification organization and staffing-staffing and selection; Committees and meetings-branch management team; management committee meeting; Committee management; Conference planning; Conferences meetings and symposiums; Departmental performance report (DPR); External charging policy; FAA and regulations maintenance; Acts-Adjustments of Accounts Act, Financial Administration Act-amendments(prior to 1985);Financial policy development and management; Grants and contributions; International colloquium on financial management for national governments; Liaison; Political donations; Real property community; Special projects management; Terrorism; Training and development; Travel; Government accounting policy-Accounting standards policies and procedures, Accrual budgeting and appropriations, chart of accounts, communications and committees; financial reporting, professional accounting associations, public accounts-capital assets, Canadian institute of chartered accountants/public sector accounting board (CICA/PSAAC), crown corporations, environmental liabilities-contaminated sites and solid waste landfills, fixed assets, revolving and working capital advances, standing committee on public accounts, superannuation, valuation of recorded assets.

Program Record Number: TBS CGO 005

Financial Management and Accounting Policy Directorate (Prior to reorganization of 2005)

Description: Provides the policy framework and advice to support modern comptrollership across the Government of Canada in the areas of financial management policies, Financial Information Strategy (FIS), government accounting policies and standards, management and collection of receivables, external charging.

Topics: Alternative service delivery; Banking; Cash management; Cheque issue security and bank losses; Comptrollership; Corporate credit cards; Cost recovery; Crown corporations – acts, legislation and regulations; Departmental bank accounts; Departmental enquiries; Guide on financial administration for departments and agencies of the Government of Canada; Improvement of management practices and controls; Increased ministerial authority and accountability (IMAA); Pay; Payables at year end (PAYE); Petty cash; Projects; Review of collective agreements; Special Operating Agencies (SOAS); Standard payment period and interest payment policies; Travel; Treasury Board manual on financial management; Treasury Board Accounting Standards (TBAS), Departmental financial statements, – senior management committee, General information on Financial management policy; Advisory services; General information on Accounts receivable- project office (ARPO)-National master standing offer; PCA's; Policy on receivables management – advisory committee, departmental consultations, financial analysis, information sharing, legal authorities, policy chapter; Practitioner's guide; Reports and studies; Voluntary Sector Project Office.

Program Record Number: TBS CGO 585

Internal Audit Sector (IAS)

Description: Through a consultative process with departments, the Centre leads and supports the continuing implementation of the revised Treasury Board (TB) Policy on Internal Audit (IA), which took effect on April 1, 2001, by: providing advice to deputy heads, heads of internal audit, and internal audit practitioners on the implementation of the policy, development of departmental internal audit policies and annual audit plans, and application of professional standards; performing an active monitoring function to provide timely information to Treasury Board on significant issues of risk, control, or other problems with management practices in departments; developing human resources strategies for the internal audit community to support departments in implementing

the policy; establishing frameworks to guide on-going evaluation of the effectiveness of this policy; providing assistance to departments in the performance of their internal audit functions; and providing leadership in the support and promotion of the Internal Audit function.

Topics: Internal Audit Sector- Active monitoring; Audit related ATIP issues; Audit reports summaries and internal audit report, departmental audits plans – summaries analysis, departmental liaison – visits and advice; Business case review; Certification of pension funds; Commissioner of the Environment and Sustainable Development; Committees and meetings-public accounts committee (PAC); Communications plan; Community Development – classification, competency profile, demographic profile, learning strategy, liaison with departments and agencies, teaching institutions (colleges, universities, etc); Comptrollership community network; Conferences presentations workshops seminars and communications; Evaluation framework; Grants and contributions; AD/OCG internal audit manual; Liaison – companies corporations firms, departments and agencies, foreign countries, provinces and territories, societies, institutes, organizations; Office of the Auditor General; annual audit of the office of the Auditor General; Policy interpretation – exposure drafts, guides, interpretation bulletins, studies; Recruitment; Research projects; Risk based audit frameworks; Strategy plan; TBS portfolio team – liaison, reports; Transfer policy and practitioners guide; Website.

Program Record Number: TBS CGO 020

Risk Management Directorate
Description: Information and interpretation of the Treasury Board's policy on risk management and the Integrated Risk Management Framework including understanding, managing and communicating risk. Stewardship and proactive leadership of Integrated Risk Management Framework implementation; strategic advice and guidance to government departments and agencies on the application of an integrated approach to risk management; assistance in building and strengthening federal risk management capacity.

Topics: General information relating to risk management; Strategic overview; Committees and councils; Risk management policy; Integrated risk management – framework development and implementation; Centre of expertise decks and presentations; TB policies and guidance; RMD initiatives projects and contracts; TBS initiatives

and projects; Departments and agencies; Risk management training; Associations organizations and companies; Conferences seminars, workshops and symposiums; Countries; Provinces and territories; Management of risk – Compensation/restoration, underwriting.

Program Record Number: TBS CGO 670

Financial Systems Acceptance Authority to Directorate (FSAAD)
Description: The FSAAD seeks to support and assist the comptrollership systems community in achieving its objectives and plans, and in accomplishing specific government-wide objectives related to comptrollership systems by facilitating progress, overcoming barriers to success, and identifying and facilitating opportunities to reduce costs and improve productivity; and by influencing the strategies, plans and direction of the community. FSAAD's role is to ensure that the Office Comptroller General meets the needs and expectations of departments and agencies, and of its various partners such as Human Resources Branch and the Chief Information Officer Branch, in the evolution of shared administrative systems in the Government of Canada.

Topics: Financial systems acceptance authority directorate (FSAAD)-Clusters-AMMIS, D=CDFS (Common Departmental Financial System), Free balance, GX, IFMS (Integrated Financial Management System), Peoplesoft, SAFAG (Small Agencies Financial Action Group), SMS (Salary Management System); Committees-internal TBS and external government wide; Projects – horizontal projects – application service provider, common business number, electronic supply chain, government travel modernization, grants and contributions, interdepartmental settlements, secure channel; Integrated financial and materiel system (IFMS) program.

Program Record Number: TBS CGO 025

Corporate Priorities and Planning Sector Comptrollership Modernization Directorate
Description: To support the Comptroller General in leading modernization by implementing the recommendations of the Report of the Independent Review Panel on Modernization of Comptrollership in the Government of Canada from the Panel; develop integrated initiative along four main elements: financial and non-financial performance information, integrated risk management, values and ethics, and appropriate control systems; provide support for modernization efforts of organizations and individuals; work with external

parties to forge alliances; work with other central agencies to create meaningful incentives for excellence and remove unnecessary barriers and burdens; support committees that will provide direction and stamina to the modernization efforts including: secretariat support for Modernization's governing bodies: ADMs' Comptrollership Council (CC); Standards Advisory Board (SAB); Small Agency Modernization Council; and DGs' working group; and develop and support the new Management Accountability Framework.

Topics: Comptrollership modernization office; Action plan – reports, status of exercises, summary analysis, tools and guidance- Awards and recognition-awards Capacity assessments – reports, status of exercises, summary analysis, tools and guidance; Committees and councils; Communication – database, newsletter, website, work plan; Departmental liaison and partners; Evaluation and reporting; Funding – comfort letters, deliverable tracking, department/agency fund request, launch letter and responses, national master standing offer (NMSO) management, templates and forms, vote 10 allotments, Governance – agency heads modernization committee (AHMC), comptrollership council (CC), modernization task force (MTF), small agency modernization council, standards advisory council; committees and meetings; Key projects and initiatives; Learning; Conferences, colloquiums, symposia and seminars; Pilot phase-results statements, evaluation, lessons learned; Projects – proposals, reports, summary analysis, themes; Report on state of modern comptrollership–departmental performance reports (DPR), annual reports; Work plan; Directing and sustaining mechanisms; Initiatives; Key group/partners in modernization; Substance – capacity (common learning priorities for the Comptrollership community); standards.

Program Record Number: TBS CPP 010

Management Accountability Framework Directorate (MAF)

Description: MAF is a vision for management excellence that supports strengthened management capabilities in departments and agencies. MAF is also an instrument of comprehensive management assessment that supports both Deputy Minister's (DM's) in the management of their departments and Treasury Board in its responsibilities for modernized oversight. In addition, MAF assessments contribute to public accountability on the state of management across government. MAF supports

the vision of modern, integrated, fully effective federal organizations by providing a government-wide management standard. The MAF Directorate is responsible for the continuous improvement of the MAF, its measures, findings and application, and for its integration into the management culture. The MAF Directorate is engaged in three key commitments and broad areas of work: DM's oversight and departmental management practices are enhanced through better understanding, ownership and use of MAF; TBS' oversight is strengthened through better indicators of management performance, processes for assessing performance and capacity to analyze, interpret and apply findings; TBS' contribution to departmental and government-wide management performance is enhanced through the application of its MAF findings to decision-making by the Secretariat, Privy Council Office, Treasury Board, Cabinet and departments.

Topics: General information on MAF and management accountability; MAF indicators and ratings; MAF Maturity Model; Framework for tracking the performance of Public Service management government-wide; MAF assessment process and bilaterals; MAF Presentations; MAF analysis; MAF Communications; MAF workshops; Enhancements to MAF database; learning and training, reporting; MAF Directorate Management; Bilaterals-secretary's visits-analysis-ranking, follow-up letters, letters to DM, schedules, profiles; Assistant secretaries' visits-analysis-ranking, follow-up letters, letters to DM, Schedules, profiles; Decks, presentations, workshops, DM forum, exco, seminars, conferences, colloquiums and symposia; Expectations, indicators, development and integration; Learning, Canadian school of public service (CSPS); Results and reporting.

Program Record Number: TBS CPP 001

Policy Renewal Directorate

Description: The Policy Renewal Directorate (PRD) is responsible to establish a renewed, streamlined and consolidated Treasury Board Policy Suite. Policy frameworks provide the architecture for the renewed Policy Suite. The PRD is also responsible for coordinating all aspects of policy development within the Treasury Board (TB) Portfolio. As such it gives strategic policy advice and support to TB Portfolio policy centres, through development of tools, templates, lexicons, communications products, editing services, presentations, and learning events. The Directorate provides overall project management, planning and reporting, and serves as the secretariat to the

Policy Renewal Senor Management Committee and the Policy Renewal Steering Committee. The Directorate also provides regular updates on policy renewal to TBS' Executive Committee (EXCO) and the Policy Oversight committee.

Topics: Policy Renewal Directorate-general; Committees-EXCO; Committees-Policy Oversight Committee (POC); Committees-Senior Management Committee (SMC); Committees-Steering Committee (SC); Communications and Editing; Framework-Assets and Acquired Services; Framework-Enterprise Service Delivery; Framework-Financial Management; Framework-Foundation; Framework-Information Technology Stewardship; Framework-Official languages; Framework-People; Learning Events; Lexicon, Dictionary, Definitions; Planning and Reporting; Presentations and Speeches; Research.

Program Record Number: TBS CPP 002

Strategic Planning

Description: Provides direction, co-ordination and implementation of TBS's Strategic Planning agenda and initiatives, focused on three core areas: Strategic analysis-ensuring corporate priorities, strategies and plans are developed, implemented and reported upon also overseeing the management of the annual TBS Planning and Reporting cycle; Corporate and Portfolio Coordination-facilitating an effective governance structure that supports TBS corporate decision-making and implementation of corporate priorities through support to internal, portfolio and external committees; and Learning and Knowledge Management-enhancing core learning and knowledge management effectiveness across TBS.

Topics: Strategic planning-general; TBS RPP, RBP DPR, business planning; strategic analysis corporate and portfolio coordination, Integrated Management Agenda; Committees and meetings-general, executive committee, senior management committee, policy committee, management committee; planning network, staff meetings; Strategic planning cycle; Strategic planning results framework; Briefing books to secretary/president; Conferences, meetings, seminars; Committees, EXCO, Internal audit and evaluation committee (IAEC), Management and infrastructure committee (MIC), Policy and oversight committee (POC), Portfolio committee (PC), Treasury Board strategy committee (TBSC), Service transformation advisory committee (STAC), Treasury Board sub-committee on Service Canada (TB SE); Corporate roles/responsibilities; Departmental performance report (DPR); Environmental scanning; TBS forward

agenda; Government-wide roles/responsibilities-CCMD internal services roundtable; Learning and knowledge management; Program activity architecture (PAA); Strategic planning cycle; Strategic planning/results framework; Secretariat to secretariat; TBS reports on plans and priorities (RPP).

Program Record Number: TBS CPP 275

Strategic Policy

Description: Strategic Policy provides integrated policy advice and leadership on matters of strategic importance to the President, Treasury Board, Secretary, and Associate Secretaries. It maintains a comprehensive body of knowledge on advancements, trends and pressures in public sector management. The division undertakes strategic policy development and provides advice on the over-all direction of the TBS policy agenda, ensures cohesion and integration and articulates the longer-term strategic policy agenda. Finally, the division is responsible for secretariat-wide strategic initiatives and projects.

Topics: Policy and integration; Corporate-TBS policies; Directed research-international public service reform, -Canadian public management; Engagement strategy; Forward TBS agenda; Improved reporting; Governance; Management issues; Ministerial accountability review teams; Modern management framework; Policies; Policy framework; Policy network; Policy review; Special projects; Reports and presentations; TB policy agenda.

Program Record Number: TBS CPP 595

Economic Sector

Description: Provides advice to senior management and Treasury Board Ministers on a broad range of policy and program design issues and financial and management practices. The sector is divided into three divisions; Agriculture, Fisheries and Natural Resources; Industry, Science, Regional Development and Regulatory Issues; and Environment and Transport. The sector is also the focal point for the TBS Sustainable Development strategy.

Topics: Administration; Active monitoring; Annual Reference Level Updates (ARLU); Audit and evaluation; Business plan; Climate project office; Classification of Accounts/Allotments; Committees; Conferences, meetings and seminars; Corporate plans for crown corporations; Corporate management group; Departmental Projects; Departmental Performance Report; Estimates; Expenditure Review Committee; Expenditure management; Financial assistance;

Financial Reviews; Financial management and comptrollership issues; Financial Services; Government wide initiatives – climate change, sustainable development, cities; water, biotechnology; Grants and Contributions; Learning and knowledge management; Long Term Capital Plans; Main estimates; Management Accountability Framework; Operating budgets; Organization; Plans and programs; Planning, Reporting and Accountability Structure (PRAS); Program Activity Architecture (PAA) Policy, Program Integrity; Program Review; Programs and expenditure proposals from departments and agencies; knowledge management group; Report on Plans and Priorities; Regulatory issues; Treasury Board initiatives; Revenue Retention; Studies and surveys; Supplementary Estimates; Treasury Board initiatives; Treasury Board submission coordination; Year 2000. Main estimates; Multi-year operational plans (MYOP)-spring; new expenditure management system (NEMS); Corporate management; Departmental Projects; Increased ministerial authority and accountability (IMAA).
Program Record Number: TBS ECO 001

Expenditure Management Sector (EMS)
Expenditure Analysis and Compensation Planning Division (EACPD)
Description: The Expenditure Analysis and Compensation Planning Division is responsible for carrying out research and analysis on expenditure trends to support expenditure planning, resource allocation and decision-making. The division is also responsible for research and analysis to support federal government compensation planning and collective bargaining.
Topics: Expenditure analysis and compensation planning division (EACPD)-capital analysis, classification costing, committees and councils, compensation-Canadian forces-RCMP, external surveys, pension and benefits, research development, EMIS, Compensation-Salary, compensation policy, data and statistics, employment analysis, expenditure reviews, fiscal analysis, horizontal expenditure analysis, Human resources analysis, lapse analysis, liaison-consultants, departmental data requests, embassies, internal treasury board data requests, provinces and territories; negotiations, operating budget analysis, pay equity, programs, public accounts, personnel cost analysis, special studies and other surveys, transfer payments Universal Classification Standard (UCS) analysis-5k.
Program Record Number: TBS EMS 115

Expenditure Management
Description: The Expenditure Management Sector (EMS) provides a central focus within the Treasury Board Secretariat (TBS) for the functions that support and strengthen the TBS's role in the government's broader expenditure management system. The work of EMS covers the entire expenditure management cycle-from expenditure analysis, forecasting and expenditure management strategies, policies and operations through to results-based budgeting, evaluation, strong integration role in planning and coordinating the expenditure management initiatives and providing a whole-of-government perspective on matters related to direct program spending and management of reserves. The sector has responsibility to develop the expenditure management information system (EMIS) to its full maturity and for implementation of the Management Resources and Results Structure Policy.
Topics: Expenditure management Sector-general, accrual budgeting, budget office, committee, communications, conferences, meetings, seminars, staff meetings, TB meetings; expenditure management system (EMS), organization, plans and priorities, procedures and guidelines, questions period (QP) cards, resources/reallocation/reporting requirements/PRAS; expenditure management operational policy division (EMOPD)-, accrual budgeting, annual state of the A base report, coordinating committee of deputy ministers (CCDM) budget, changes to the form and content of the estimates-planned spending vote/TB vote 5, communications, expenditure review committee; operating principles to guide TB and TBS, organization of economic cooperation and development (OECD), reallocation, reporting to Parliament and Canadians, reserve management, roles and responsibilities, stewardship coordination, expenditure management review (EMR)-general, communications, Departmental 2003-Fisheries and Oceans, Justice, Statistics, PWGSC; Horizontal 2003-biotechnology, Canadian Heritage Culture Capital Asset Management, common infrastructure and service delivery, public security and anti-terrorism; meetings, process and planning, TB and cabinet training; Expenditure Policy Analysis and Information (EPAI) committees- coaches corner; -active monitoring-cb coordination centre.
Program Record Number: TBS EMS 014

Expenditure Management Information System (EMIS)

Description: The Expenditure Management Information System (EMIS) is a government-wide information system that will align information on the federal government's policies, planned and actual expenditures and the results being achieved with those expenditures based on the MRRS Policy. EMIS will provide both the information and analytical tools to support budget planning and reporting for effective expenditure management.

Topics: Expenditure Management Information Systems (EMIS)-business services, project management office, information management and information technology, management and administration, testing and quality assurance.

Program Record Number: TBS EMS 643

Expenditure Operations and Estimates Division (EOED)

Description: Preparation of Annual Reference Level Updates; Production of Reports on Plans and Priorities, including related guidelines; main Estimates and Supplementary Estimates, Management of TB Allotments; Improve Reporting to Parliament; Review and analysis of TB Submissions and recommendations to the Treasury Board. Co-ordination of the annual Public Accounts exercise with PWGSC. Recommendations for Allocations from central government votes.

Topics: Estimates production group (EPG), committees-government operations and estimates committee, sub-committee on estimates, distribution lists and contracts expenditure management systems group (EMSG), business case, business project improvement (BPI), project plan, proof of concept (POC), software, system functionality, expenditure operations division (EOD), allotments, annual reference level update (ARLU), departmental performance reports (DPR), governor general special warrants, improved reporting to parliament (IRPP), main estimates, parliamentary committees, planning, reporting and accountability structure (PRAS), points or order, reports on plans and priorities (RPP), supplementary estimates, A,B,C,D, E, supply; TB Vote 5 – Treasury Board Government Contingencies, Treasury Board New Government initiatives, TB Vote 10 – Treasury Board New Government Initiatives, TB Vote 15-Treasury Board Collective bargaining, training, vote wording, year end and operating budget carry forward.

Program Record Number: TBS EMS 575

Expenditure Policy Division

Description: The Expenditure Policy Division focuses primarily on the development of proposals to reform the Expenditure Management System to improve resource allocation and to support the priority setting and budget processes.

Topics: Expenditure Policy Division (EPD)-accrual budgeting, expenditure management system (EMS), fall report, organization of economic cooperation and development (OECD).

Program Record Number: TBS EMS 014

Expenditure Strategies Division

Description: The Expenditure Strategies Division is responsible for providing a whole of government view of expenditure management issues through liaison within the Secretariat and across other central agencies, including, playing an internal challenge function on expenditure management issues; timely provision of accurate expenditure framework data to the annual Budget process; credible strategic and consistent advice on reserve management (including Compensation Reserve), with provision of regular and accurate status reports, and a coordinating role for central budget reallocation exercise.

Topics: Expenditure strategies division (ESD); capital; compensation and classification; employee benefits plan (EBP); Expenditure framework; expenditure management information system (EMIS), program activity architecture (PAA), expenditure management reviews, expenditure reductions, federal budget; cuts and realignment, Pressures ; Reserves (except compensation), Reprofiling; Revolving funds; statutory program, quasi-statutory; lapse analysis, price/workload and program integrity, branches and sectors, intergovernmental budget conference (august 2002), year 2000 (Y2K).

Program Record Number: TBS EMS 010

Results-Based Management Directorate

Description: The Results-Based Management Directorate is a key player in bringing the Results for Canadians agenda to ground. Government policy centre on results-based management. Provision of advice and assistance to departments and agencies on results-based management. Centre of Excellence for Evaluation providing leadership on the evaluation policy, standards and community development.

Topics: Results based management directorate-collective results, Departmental results accountability/departmental performance reports; Electronic performance information access; Improved reporting to parliament; Planning and

accountability structure (PRAS) and charts of key results commitments (CKRC's); President's report MFR Societal indicators; Audit evaluation and reviews; General information on Centre of Excellence for Evaluation Division (CEED), Business cases; Canadian evaluation society national capital chapter; Committees – Senior Advisory Committee; Communications; Community development, Departmental evaluation plans, Departmental evaluation reports; Evaluation community development advisory committee; Evaluation community meetings, evaluation Policy development, Financial management institute, Good practices guides, Government on line (GOL), Government Operations, , Internal audit; Internship program; Mid and senior level training and development program; Office of the Auditor General: Portfolio teams/departmental evaluation and audit operations; professional development, Program integrity, Public consultations, Resource study, Results for Canadians, Results oriented government, Results-based management and accountability frameworks (RMAF), Special projects and strategies, Standards for evaluation; Web site; Results management strategies division-General material relating to results management strategies; Communication and learning events, Parliamentary reporting and accountability divisions (PRA) Canada's performance; Committee management; Corporate management; EAP meetings; Horizontal management; Parliamentary engagement; Horizontal reporting; Results based management research; seminars; social union framework (sufa); Strategic planning; improved reporting to parliament.
Program Record Number: TBS EMS 055

Government Operations Sector

Government Operations and Services Directorate
Description: Information on the analysis and recommendations provided to Treasury Board to assist it in decisions on departmental business plans, the main and supplementary estimates.
Topics: Administration and Financial Management Annual Reference Level Update (ARLU); Auditor General Report; Audit and evaluation; Business plans/Corporate plans; Committees; conferences meetings and seminars-retreats; Classification of Accounts/Allotments, Departmental Performance Report (DPR); Departmental Management Assessment (DMA); Expenditure Review Coordination (ERC)-procurement reform, real property transformation, Service Canada, shared

travel services; Evaluations; Human resources; Organization; Perspective documents; Plans and programs; Planning, Reporting and Accountability Structure (PRAS); Price and workload adjustment; Program integrity; Program Sector Competency Profile Project; programs; Regulatory; Public Service Modernization Act Implementation (PSMAI), Report on Plans and Priorities (RPP), Small Agencies-database, agenda to strengthen small agencies, ERC institutional governance, heads of IM/IT, issues, orientation of heads of agencies, personnel advisory group (PAG), small agencies administrator network, small agencies finance action group (SAFAG), risk assessment of small agencies; Supplementary estimates; Departmental Projects; Program Activity Architecture (PAA); Management, Resources, Results Structure (MRRS); Management Accountability Framework (MAF) Obsolete-Year 2000 (Y2K)-ADM working groups, committees, communications, Department of National Defence, federal provincial issues-regional visits, industry readiness, international readiness, legal implications, emergency planning.
Program Record Number: TBS GOS 001

Governance Directorate (formerly Management Strategies Division)
Description: The Governance Directorate is primarily responsible for achieving, across the Secretariat, a greater and more effective integration of a government-wide issues Particularly as they relate to Governance. The directorate is central to the development of governance tools to identify major risks to sound management of public institutions, their expenditures and to the integrity of existing programs and activities within and across those institutions. The directorate is primarily responsible for initiatives related to the governance regimes for the full spectrum of organizational forms, ranging from almost full federal control/presence, (e.g. Special Operating Agencies-, to minimal federal control/presence, (eg. Shared Governance Corporations). The Governance Directorate has specific program responsibility for the oversight of a number of Crown corporations, as well as policy oversight of all 46 Crown corporations, including the implementation of the Review of the Governance Framework for Canada's Crown Corporations and other Corporate Interests, and implementation of the Policy on Active Monitoring, is also responsible for the implementation of the Policy on Alternative Service Delivery.
Topics: Governance Division-general, (MSD),

business plans; departmental assessments, departmental management assessments, departmental performance reports (TBS), program integrity-round 1, round 2, report on plans and priorities, Governance unit (GOV)- alternative service delivery (ASD)-communications, community-, outside federal communities, options-agencies, contracting out, crown corporations, foundations, other delivery, partnerships, shared governance corporations, policy, practices, resources and events; crown corporation policy (CPP)-accounting/financial issues, administrative policies, auditing issues, central agencies forum, conferences and seminars, corporate form-creation of new entities, departmental corporations, exempt corporations, missed and joint enterprises, corporate governance, corporate plan process, corporation issues, environment-, endangered species, environmental assessment, environmental protection, Financial Administration Act (FAA, regulations, 2004 governance review, guidelines, house of commons standing committees, housing, legal opinions, legislative amendments, official languages, president's annual report to parliament, public policy purpose mandate review, regulatory amendments, taxation, trade, agreement on internal trade (AIT), Central American four (CA-4), free trade area of the Americas (FTAA), North American Free Trade Agreement (NAFTA)-ups challenge, Singapore free trade agreement (FTA), world trade organization (WTO), bylaws, briefings-financial institutions and associations, international, provinces, Small Agencies-database, agenda to strengthen small agencies, heads of agencies, small agencies administrator network, small agencies finance action group (SAFAG), risk assessment of small agencies.
Program Record Number: TBS GOS 005

Alternative Service Delivery
Description: Alternative Service Delivery (ASD) refers to the organizational dimension of government service delivery i.e. the creation of appropriate organizational forms that improve service delivery to citizens and increase performance. It has two dimensions: one relating to the establishment of new organizational "spaces", either within or outside the public sector, in order to improve service delivery and organizational performances. The second refers to the bringing together of organizations either across department or between jurisdictions in partnerships, international public management innovations;
Topics: International Programs, Bilateral Agreements, Visits; Corporate; Directed Research;

International Institutions; International Perspective/ Picks; Liaison-Other Government Departments; Employee database.
Program Record Number: TBS GOS 590

Investment, Project Management and Procurement Policy Division
Description: Development and interpretation of policies and guidelines on investment planning for major assets and acquired services, procurement acquisition approaches for goods, services and construction.
Topics: Procurement and project management policy (PPMPD); Bid depositories; Committees, councils, conferences, meetings, seminars and symposiums – standing committee on National Defence and Veterans Affairs; Consulting and professional services – architectural and engineering services contracts; central inventory of management consultants, consultants and consulting services contracts, reports; Contracting – advance Contract Award Notices (ACANS); bonds securities holdbacks, commission of inquiries and royal commissions, comprehensive land claims, British Columbia treaty commission claims, Yukon First Nations, self-government agreements; – Construction – dredging, repairs renovations and overhauls; Contract claims and disputes; Increased Ministerial Authority and Accountability; Indemnification in contracting; Intellectual property; Liaison with associations; Proactive Disclosure; Tenders; Treasury Board advisory committee on contracts (TBACC); Year 2000 compliance project; Contracting for goods – National Defence; Contracting for services – advertising and public relations, Cleaning services, Education and training, Fee guidelines, Films, television and theatre, former government officials, health and medical services, personal service contracts, protection services, reporting requirements (project headcount), transportation services, Policy suite renewal; Procurement reform; Procurement review – Canadian Annual Procurement Strategy (CAPS), Procurement Policy Advisory Committee (PPAC), Procurement Review Committee (PRC), Procurement Strategy Committee (PSC); Temporary help services; Trade agreements; Tenders for Contracting.
Program Record Number: TBS GOS 045

Professional Development and Certification Program for the Procurement Materiel Management and Real Property Community
Description: The Program Management Office is responsible for providing strategic direction and leadership in managing the development and

implementation of a Professional Development and Certification Program for the Procurement, Materiel Management and Real Property Community in the federal government.

Topics: General information relating to the Program and the Community; Learning Toolkit-Program Learning Framework, Core Competency Profile and web-based Assessment Tool; Program curriculum-Outline and Continuous Learning Course Catalogue; Committees-Professional Development Advisory Committee (PDAC) and Continuous Learning Working Group (CLWG); Certification Component-Standard of Competencies; Demographic Study; Program Manual; Application and Maintenance Handbook.

Program Record Number: TBS GOS 555

Risk, Procurement and Asset Management policy (Prior to 2002)

Description: Provide strategic leadership to government departments, other central agencies and the Treasury Board Secretariat on all matters related to risk management, procurement and asset management, including real property and moveable assets.

Topics: General information relating to Risk Management and Asset management Policy; Conferences, meetings and symposiums.

Program Record Number: TBS GOS 015

Project Management

Description: Develop, interpret and provide advice on policies for project management and provide policy advice to program sector analysts on submissions for preliminary and effective project approval.

Topics: Project management- Government interests in the private sector; Procurement review; Project approval; Selecting preferred procurement strategies; Major Crown projects – policy development; CF-18 system engineering support; Equipment – armoured vehicle general purpose; Canadian patrol frigate program; class VIII icebreaker (polar); destroyer life extension project (delex), intelligence and security complex (isx), Kenya energy program, Leopard tank; long range patrol aircraft (cp-140), medium logistic vehicle wheeled (mlvw); military and operational support trucks (most) project; mobile satellite program (msat); new fighter aircraft (CF-18); North Atlantic Treaty Organization (NATO) airborne early warning (aew) and control systems; purchase and use of solar heating program; radar modernization program(ramp); Radar satellite(radarsat); 'R' class icebreaker; regional operations control centres (rocc), remote Manipulator System

(CANADARM) – National Research Council (NRC); Search and rescue satellite (sarsat); Small Arms Replacement Program (SARP); Strategic Automated Message Switching Operational Network (SAMSON); Terminal Radar and Control Systems (TRACS); Tribal Class Update (TCUP) (TRUMP); Water bombers (CL-215); Facilities – inmate accommodation program; Maduru Oya reservoir complex; Mirabel; Montreal Major Area Postal Plant (MAPP); Place Guy Favreau; Prairie Branch Lines Rehabilitation Program; Rideau Centre; Ridley island – coal or grain terminal, Saint-Jean Megaplex; Toronto Major Area Postal Plant (MAPP); NATO Flying Training in Canada (NFTC); Non-traditional MCP's; Project leaders; Long term space plan; Equipment – Pan African Telecommunications network (panaftel).

Program Record Number: TBS GOS 076

Real Property & Materiel Policy Division

Description: Information on holdings of federal departments and Crown corporations in Canada and abroad. Information on committees, guidelines, best practices, frameworks, strategies and research related to federal real property management. Treasury Board policies and guidelines in relation to the management of materiel including the planning, acquisition, use and disposal of materiel assets. Treasury Board policy and guidelines on the provision of central administrative services to federal departments and agencies by common service organizations.

Topics: General information relating to real property management; Committees; Custodians; Newsletters circulars and information bulletins; Portfolio management – capital project expenditure freeze; urban/regional overviews; Aboriginal issues-disposal of surplus federal real property in context of aboriginal issues; Best practices; Conferences, meetings, workshops, seminars; Federal contaminated sites assessment initiative; Frameworks and guidelines; Legislation Federal Real Property and Federal Immovable Act; National executive forum on public property (NEFPP); Professional development; Queen's University project course; Shared systems; Studies, surveys, evaluations and monitoring; conferences; Information systems-contaminated sites, information on active monitoring, completeness and accuracy process, computer logs, custodians, geographical information system (GIS), letters and forms, manuals, projects and requests for information – Directory of real property management active monitoring on completeness and accuracy process, computer logs, custodians

(departments agencies and crown corporations)-; FIS validation-contracts, custodians, Information systems, meetings, reports and statistics, Office of the Auditor General; real property lexicon, requests for information and web maintenance: TBS forums. Portfolio management – General information relating to materiel management; Alternative fuels; Committees, Common services; Disposal; Executive vehicle; Fleet management; Materiel management; Motor vehicle; Assignment and guidance services; Special Operating Agencies.
Program Record Number: TBS GOS 655

Real Property Policy and Regulations
Description: Information on central policies, legislation and regulations governing federal real property.
Topics: Real property policy; Accessibility; Administration; Contaminated sites management framework; Disposal of surplus federal lands; Environment; Fire protection, investigation and reporting; Heritage; Investment; Long term capital planning; Management framework; Monitoring guide; Open and fair transactions; Revenue; Smoking in the workplace; Studies surveys evaluations and monitoring; Transaction processes; Use of facilities. Policy and services-accommodation planning, regulations and general authorities.
Program Record Number: TBS GOS 650

Professional Development and Certification Program (PDCP)
Description: The Program Management Office is responsible for providing strategic direction and leadership in managing the development and implementation of a Professional Development and Certification Program for the Procurement, Material Management and Real Property Community in the federal government.
Topics: Professional Development and Certification Program (PDCP)-business television (btva), certification component, communications material, competency profiles, Continuous Learning, core curriculum, Demographic Study 2003, funding, highest priority areas initiative, international programs, learning, materiel management institute (mmi), materiel and supply management steering committee (msmc), Professional Development Advisory Committee (PDAC), program integrity, program management office work plan, strategic planning documents, Treasury Board Submission, training and development Canada (tdc) courses, temporary help, website documents, willow group.
Program Record Number: TBS GOS 555

International Affairs, Security and Justice Sector
International Affairs, Security and Justice
Description: Information on the analysis and recommendations provided to the Treasury Board to assist it in decisions on departmental business plans, the main and supplementary estimates, Access to Information Act, the Privacy Act and the Security Policy. The International Affairs, Security and Justice Sector includes the following divisions: International Affairs, Immigration & Defence Division, Justice and Security Division. Also included is the Public Safety and Anti-Terrorism portfolio.
Topics: International Affairs, Security and Justice Sector, organization, committee, conferences, meetings and seminars-retreats, plans and programs; Government of Canada Workplace Charitable Campaign (GCWCC); Canada in the world project; International tagging; Administration and Financial Management Issues; Annual Reference Level Update (ARLU); Departments Annual reports; Auditor General Report; Departmental Audits; Business plans/ Corporate plans; Classification of Accounts/ Allotments, Departmental Performance Report (DPR); Management Accountability Framework; Departmental Management Assessment (DMA); Evaluations; Financial pressures; Governor General Warrants; Human resources; Organization; Plans and programs; management, Resources and Results Structure; Program Activity Architecture; Planning, Reporting and Accountability Structure (PRAS); Program integrity; Report on Plans and Priorities (RPP), Supplementary estimates.
Program Record Number: TBS IASJS 001

Labour Relations & Compensation Operations (LRCO)
Collective Bargaining (CB)
Description: Information on agreements made in writing entered into under the Public Service Labour Relations Act between the Treasury Board of Canada Secretariat on one hand and a bargaining agent on the other; includes any amendment to such agreements containing provisions on the terms and conditions of employment and related matters.
Topics: Negotiations; Two-tier bargaining; Third party proceedings; Categories and groups – up to 1986, postal operations group, as of 1987; negotiations as of 1997-present; Collective agreements; compensations allowances; Cost of living allowances; Master agreement bargaining; Outside collective bargaining; Pay

implementation; Pay Research Bureau-reports and surveys, Reports and statistics; third party proceedings; Unions; compensation information-collective bargaining-reports, personnel management information systems (pmis)-attendance, leave overtime and shift work system (ALOSS), extra duty reporting system (EDRS), incumbent system, leave reporting system (LRS); compensation information-reports, requests-TBS; compensation and statistical analysis (CSA)-occupational categories and groups; compensation valuation and comparison-outside practices, valuation-application, implementation; (PE) pay equity-communications, complaints, interest, joint union/management initiatives-committees, investigation, management position, questionnaires-by case number, newspaper and journal articles, reference documents, tribunal (PSAC versus TBS).
Program Record Number: TBS LRCO 480

Corporate Liaison and Strategic Management (CLSM)
Description: Information on a broad range of Human Resources and Labour Relations policies and programs; coordination of separate agency (i.e. FAA, Schedule V) collective bargaining mandates-information on National Joint Council; Coordination of PSMA initiatives and Labour Relations Polices.
Topics: Committee and councils-National joint council-grievances, standing committees; NJC-NJCTCS National joint career transition committee secretariat; NJC-National joint council secretariat-annual fall seminar, annual fall seminar, annual planning retreat, constitution and by-law, council proceedings, dental care plan board of management, executive committee, foreign service directives committee, government travel committee, isolated posts and government housing committee, joint career transition committee (JCTC), occupational safety and health committee, official languages committee, public service health care plan, service wide committee on occupational health and safety, social justice fund (SJF), work force adjustment committee; Separate agencies-Canada Customs Revenue Agency (CCRA), Canadian food inspection agency, Canadian institutes of health research (CIHR), Canadian nuclear safety commission (CNSC), Canadian security intelligence service (CSIS), communication security establishment, national capital commission, national energy board (NEB), national film board, national research council, natural sciences and engineering research council

(NSERC), non-public funds, office of the auditor general of Canada, office of the superintendent of financial institutions, parks Canada agency (PCA), public service staff relations board (PSSRB), social sciences and humanities research council, statistical survey operations (SSO); separate employers-crown corporations, other government agencies.
Program Record Number: TBS LRCO 100

Labour Relations Operations (LRCO)
Description: General information on labour relations.
Topics: General information relating to Labour relations; Advisory committee on labour management relations in the federal public service; Canadian human rights commission; consultation and planning-departmental consultation, union consultation; human rights-conferences; human rights complaints-age, colour, disability, multiple grounds, potential, race, sex, sexual orientation; (OHS) Occupational health and safety-campaigns, Canada Labour code part II, committees, conferences meetings and seminars, department with delegated responsibility, departmental programs, employee assistance program, fire protection, first aid, government employees compensation act, guides, procedures, standards, Health evaluations, health units, investigation-studies-surveys-audits, publications, reports and statistics, seminars, smoking in the workplace, training, use and occupancy of building, workers compensation pay; pay-(PA)-pay administration-associations (unions), committees, labour disruptions (strikes), monitoring-reports and statistics, pay administration coordination section (PACS)-pay system-development-projects, operations and maintenance, task forces and study groups-pay study task force (1976), training and development, transfer or responsibility (1977-37)-implementation, policy interpretation-allowances-entitlement codes, allowances and extra duty, deductions-deduction codes, guides and manuals, regulations and procedures, salaries and compensation; Payroll deductions-check-off of union dues-public service alliance of Canada; public service staff relations act-review-finkleman study; public service staff relations board; reference of questions of law or jurisdiction; adjudication-individual cases-section 92-old system, reference to chief adjudicator under section 98 and 99, requests for review under section 27, safety officer under part II (formerly part IV) of the Canada Labour code, section 18 application of federal court act; certification-establishment of bargaining units, managerial and

confidential exclusions-reports and statistics, safety and security designations-section 79; complaints; discipline-discharges and suspensions; disputes and strikes-legal proceedings, illegal proceedings-prosecution; grievances-departments, agencies, crown corporations; informatics-administrative and operations; interpretation; risk management-legal; statistics and surveys; training and communications; union dues.
Program Record Number: TBS LRCO 435

Human Resources Management
Description: General information on personnel policy.
Topics: General information on Human Resources management; Advisory committee on Labour Management Relations in the Federal Public Service (Fryer Committee); Human Resource Development Council Secretariat; Business/operational planning; Office Management; National Joint Career I Transition Committee Secretariat; Departmental service – Departments and agencies.
Program Record Number: TBS LRCO 275

Labour Relations & Compensation Operations
Description: General information on Human Resources.
Topics: Human resources; Personnel security; Policy development and co-ordination – Public Service 2000 – White Paper, task forces; Acts and Regulations; Audits; Committees – Cabinet; Communications; Conferences, meetings, seminars and symposiums; Decentralization and relocation; External liaison; Incentive programs-Innovative management practices – new technologies; Manuals; Personnel management – departmental plans and programs, evaluations; Public sector compensation restraint Task forces; Treasury Board submissions; Work environment design; Human resources management accountability; Human resources council; Planning; Employee performance appraisals; Human resource management policy and system, Multi-Year Human Resource Plan (MYHRP); Information and Informatics Services – Committees and Council, Compensation, Conferences, meetings and symposiums, Informatics, Negotiations, Projects and studies, Public Service 2000; Personnel administration group – committees.
Program Record Number: TBS LRCO 165

Human Resources Policies – Personnel Management Manual 1982-1990
Description: Information on general policies and requirements in Personnel Management.

Topics: Personnel Management Manual (PMM 1982-1990) Employees Services, Superannuation procedures; Isolated Posts Directive.
Program Record Number: TBS LRCO 360

Human Resources Policies – Treasury Board Manual (TBM) Human Resources Component 1990-1997
Description: Treasury Board policies and guidelines on human resources management.
Topics: Classification, Compensation, Employee Services, Executive Group, Foreign service directive, Human Resources, Insurance and Related Benefits, Isolated Posts Directive, Occupational Safety and Health, Pay Administration, Staff Relation, Training Guide.
Program Record Number: TBS LRCO 175

Human Rights Complaints
Description: Information relating to Canadian Human Rights Commission Complaints.
Topics: General material on risk management; Canadian Human Rights Act, commission, tribunal; Human rights complaints, age, colour, conviction for an offence for which pardon has been granted, disability, family status, marital status; national or ethnic origin, race, religion, sex, sexual orientation, multiple grounds, potential; Conferences; Legal risk management; Risk management committee, communications, reports.
Program Record Number: TBS LRCO 003

Pensions and Benefits Sector
Pensions and Benefits
Description: Information on pension schemes that the Government of Canada provides, administers and contributes to on behalf of persons in the federal Public Service, Members of Parliament, and employees engaged locally at Canadian foreign posts; general information on pension matters and social security benefits.
Topics: Pensions; Agencies and corporations; Canada Pension Plan-Committees; Canadian Armed Forces Superannuation Act; Canadian government annuities; Conferences and Seminars; Diplomatic Service Superannuation Act; Foreign countries; Governor General's Retiring Annuities Act; Judges Act; Lieutenant Governors Superannuation Act; Litigation; Locally engaged employees-contributory pension regulations, (non-contributory) pensions regulations, social security, separate pension plans; Members of Parliament Retiring Allowances Act; Pension Benefits Standards Act; Provincial; Public Sector Pension Investment Board Act; Public service pension reform-1998; Public Service Superannuation Act-

Agencies and corporations, Communications, Contributory Status, Elective service, Financial, Newfoundland employees, Pilotage authorities, Privatization, Public Service Pension Adjustment Act 1959, Reciprocal Transfer Agreements-cities, Crown corporations, hospitals, Indian pension Plan Funding (IPPF) Program, provinces, universities), Retirement benefits, early retirement, Early Retirement Incentive (ERI) Program, Correctional Service Canada early retirement arrangements, Supplementary Death Benefits, Survivors' benefits; Withdrawal of entities; Royal Canadian Mounted Police Superannuation Act-Pension Continuation Act; Special Retirement Arrangements Act; Statute Law (Superannuation) Amendment Act; Supplementary Retirement Benefits Act; Social Security, Canada Assistance Plan, family allowances, foreign countries, income security-veterans, old age security-Pension Benefits Division Act.

Program Record Number: TBS PBS 380

Insurance Benefits Programs

Description: Information on benefit programs for employees and pensioners of the federal government.

Topics: Insurance benefits program: Acts and regulations; Blue Cross; Canadian Armed Forces; Dental care-administrative arrangements, Canadian Forces/Royal Canadian Mounted Police dependants (CF/RCMP) 55777/55888/55999, collective bargaining-Public Service Alliance of Canada (PSAAC) 55666, employee paid dental plan, National Joint Council (NJC) 55555; Disability insurance-enrolment, participation, eligibility and membership, financial, long-term disability, publications, Royal Canadian Mounted Police; Employee Benefit Survey; Public Service health Care Plan (PSHCP)-Benefits-hospital expenses (including outside Canada), major medical expenses, Committees, Coverage, Financial, Quebec-bill 33 universal drug plan/Régime d'assurance-maladie du Québec (RAMQ); Nova Scotia/Pharma care program; High risk travel compensation program; Hospital insurance (outside Canada) plan-payments, liability and compensation claims; Locally-engaged employees health insurance-United States of America (Sun life plan); Locally-engaged employees life insurance-United States of America; Maternity/parental leave and allowances; National Joint Council Standing Committee on Health Insurance Programs; Outside practices; Program forecasts and estimates; Provincial and Territorial health insurance plans-provincial health insurance cost-sharing; Provincial,

territorial and federal taxes on group benefit plans; Public Service Management Insurance Plan (PSMIP)-benefits-long-term disability, board of trustees, eligibility, financial: Sick leave program; Slain on duty; Unemployment Insurance; Workers' Compensation-Government Employee Compensation Act.

Program Record Number: TBS PBS 375

Insurance Benefits Programs on Pensioners Dental Services Plan

Description: Information on the dental services plan effective January 1, 2001 for pensioners of the federal government.

Topics: Pensioner's dental services plan; Administration of the plan; Administrative services only (ASO)-contract administration; Board; Committees; Communications about the plan; board and rules; Tendering process I-request for proposals (RFP) A956357; Tendering process II-request for proposal (RFP) A0556001; Tendering process III-request for information (RFI) 24062-040277.

Program Record Number: TBS PBS 520

Program Branch

Description: (Old Files from the obsolete Program Branch) General information on the analysis and recommendations provided to the Treasury Board to assist it in decisions on departmental business plans, the main and supplementary estimates.

Topics: Agencies and departments; briefs from outside organizations; business plans, annual reference level update (ARLU) and main estimates; policy and expenditure management system pertaining to economic sector, foreign and defence policy sector, government operations sector, social and cultural sector; supplementary estimates; parliamentary matters; persons-years; capital plans and project analysis.

Program Record Number: TBS GOS 275

Secretary and Associate Secretary's Office

Description: General information about strategic direction to the Secretariat.

Topics: Secretary and Associate Secretary's office-general; Committees; Conferences, meetings, seminars and symposia; Organization; Chief Information Office; Office of the Comptroller General; Corporate Services; Economic Sector; Expenditure Management Sector; Government Operation Sector; International Affairs, Security and Justice sector; Labour Relations and Compensation Operations; Legal Services; Policy and Reporting Review Project; Social and Cultural Sector; Strategic Communication and

Ministerial Affairs; Expenditure and management review (EMR)Biotechnology, biotech analysis, department and corporate documents, biotech draft departmental analysis and working sheets-(EMR) Canadian Heritage cultural capital asset management data gathering & working documents, final report, submission, précis, and associated documents, meetings and interviewed summaries, presentations and supporting documentation, questionnaire responses & analysis, resources and references; EMR Fisheries and Oceans Canada, planning documents, departmental & corporate information, terms of reference, background decks & information management accountability framework, final decks, TB submission & précis; EMR Justice cost recovery for legal services, federal prosecution service, grants and contributions, legal risk management, management frameworks, mandate, planning and report, policy and legislation; EMR Public security and anti-terrorism; EMR Public Works and Government Services-general, common service operations and corporate support, compensation, programs and services, organizational structure, management capacity, mandate, real property, receiver general, supply operation, telecommunication and informatics; EMR Statistics Canada, terms of reference, final report, executive summary, Treasury Board submission, statistics Canada's program spending, management capacity, service delivery: interrelationships with key clients, census of population, relevance to Canadians, supporting documentation; Expenditure review committee (ERC Coordination; Departments and agencies reviews; Government Operations reviews (GOR), capital asset management, public service compensation and comparability, , corporate and administrative services, professional services, information technology use and management, service delivery infrastructure, federal institutional governance, legal services; ERC Governance; ERC Horizontal policy and programs; ERC Professional and special services.
Program Record Number: TBS SEC 002

Social and Cultural Sector

Social and Cultural
Description: Analysis and recommendations provided to the Treasury Board and Treasury Board President regarding expenditure management and reallocation proposals, new policy proposals, new program proposals or program changes, management accountability framework, the oversight of Crown corporation activities, and the Main and Supplementary Estimates. The Social and Cultural Sector deals with departments, agencies and Crown corporations involved in Aboriginal issues, health, culture, parks, heritage, human resources and skills development; social development, veterans and housing.
Topics: Briefing books; CCMD meetings; Citizen engagement; Ekos research; Plans and programs; Public dialogue project; Quality of life issues; question period (QP) cards; Results measurement and reporting issues; Retreats; Speeches; Annual reference level updates (ARLU) Administration financial management issues; Business plans; audits; Corporate Plans Capital and operating budgets; Classification of accounts/allotments; Communications; departmental performance report (DPR); Committees; Conferences, meetings and seminars; Evaluation; Human resources; Increased ministerial authority and accountability (IMAA); Multi-year operational plans (MYOP)-spring; New expenditure management system (NEWS); Planning, reporting and accountability structure (PRAS); Program Integrity; Report on Plans and Priorities (RPP); Supplementary Estimates.
Program Record Number: TBS SCS 001

Strategic Communications and Ministerial Affairs Sector

Strategic Communications and Ministerial Affairs (SCMA)
Description: Responsible for Strategic Communications and Ministerial Affairs-including management of the annual TBS planning and priority setting cycle. Responsible for committee secretariats.
Topics: Strategic Policy and Communication-organization, communications, committees, conferences and seminars, information services.
Program Record Number: TBS SCMA 077

Access to Information and Privacy (ATIP) Unit
Description: Information on the administration of the Access to Information and Privacy legislation within the Treasury Board Secretariat.
Topics: Access to information requests, consultations, informal requests, departmental complaints, internal consultation, privacy requests, privacy consultations, informal, privacy corrections.
Program Record Number: TBS SCMA 005

Corporate Communications
Description: Responsible for corporate communication advice and services. Departmental lead for Government On-Line, Manages TBS Web site information and portals. Manages public

enquiries, including the departmental telephone line, TTY service, and electronic correspondence sent to the corporate Web site. Provides strategic internal communications support. TBS Publishing authority and Crown copyright coordinator. Manages TBS advertising activities and the departmental fairs and exhibits program.

Topics: Corporate communications; Advertising; Internet-mail; Publishing.

Program Record Number: TBS SCMA 006

Communications Policy and Federal Identity Program (FIP)

Description: Treasury Board policy centre overseeing government-wide implementation of the Federal Identity Program (FIP) and the Communications Policy of the Government of Canada. Advises and supports the President and Secretary of the Treasury Board in their responsibilities for each policy. Provides interpretation and advice to assist departments and agencies in meeting policy requirements. Monitors policy compliance, conducts policy reviews, sets performance indicators for the communications function, and reports on findings. Sets performances, indicators, and provides tools and methodology for the communications function across government to measure its performance and strengthen its results based management. Provides guidance on best practices in government communications. Prescribes standards for the use of government's official symbols across corporate (or visual) identity applications. Enforces legal protection of the Government of Canada's official symbols and trademarks.

Topics: Corporate Identity and Communications Policy, Performance measurement framework; communications, publishing, copyright; Federal identity program, application and implementation, field surveys, associations and organizations, Departments and agencies; Visual identity, Canada wordmark.

Program Record Number: TBS SCMA 040

Federal Councils and External Relations Division

Description: Provides national secretariat support to the 13 Regional Federal Councils of senior federal officials, and facilitates liaison among Councils and with appropriate departments and agencies regarding Council activities and initiatives. Supports and coordinates the Secretariat's intergovernmental relations by coordinating the Secretariat's federal-provincial-territorial activities. Provides a window on the world of public sector reform and innovation by managing international bilateral agreements, international visits, memberships and networks to support policy priorities; develops and shares knowledge of international public management innovations and best practice; and ensures consistency and coherence to TBS international activities. Manages TBS external relations and partnerships to provide integrated support for corporate directions. Liaises with external –to-TBS stakeholders on issues related to public management/public administration.

Topics: Federal Councils and External Relations (FCER) general; TBS representatives to Regional Federal Councils (RFC): Regional Federal Council Chairs' meetings; Regional Federal Councils' Annual Report; Regional Federal Council funding; Regional Federal Councils' mandate, role and governance; Regional Federal Council Executive Directors' meetings; Human Resources issues; Regional visits; Strengthening federal presence in the regions; Federal Regional Presence initiative; Federal-provincial-territorial relations; intergovernmental affairs; Alberta; British Columbia; Manitoba; Northwest Territories; Nova Scotia; New Brunswick; Newfoundland; Nunavut; Ontario; Prince Edward Island; Quebec; Saskatchewan; Yukon; Bilateral agreements-general, United Kingdom, France; Directed Research-general; international public services reform; Canadian public management; International Perspectives newsletter and presentations; International Institutions-general; Organization of economic co-operation and development; Commonwealth association for public administration and management; International institute of administrative sciences; International public management innovations; International relations; Liaison-Other Government Departments-general; partnership for international cooperation; Visiting delegations and exchanges-general; conferences. Federal Councils and external relations; Biographies; Briefing notes and presentations; Briefing notes for TBS representatives, covering memo; Chairs' meetings; Council annual Report; Council funding; Councils' mandate, role and governance; Directors' meetings; Emergency management; Federal identity program (FIP) and regional councils; Guidelines; HR action fund framework-general, strategic plan; Human resources issues-, gap analysis, Training; International institutions, Commonwealth association for public administration management membership (capam), international institute of administrative sciences membership (IIAS),

Organization for economic co-operation and development (OECD), International perspectives letter; International relations office; Joint career transition committee (JCTC); Liaison-Bilateral agreements, France, United Kingdom, United States of America; Liaison, corporate roles/ responsibilities-federal/provincial/territorial (deputy ministers) (ministers) management boards, other government departments-partnership for international cooperation, visiting delegations and exchanges-conferences; Visits abroad; Organization; Reference documents; Regional visits : Regulatory affairs; Strengthening government of Canada presence in the regions; TBS briefing notes for regional councils; Alberta; Manitoba; New Brunswick; Newfoundland; North West Territories; Nova Scotia; Nunavut; Ontario; Pacific; Prince Edward Island; Quebec; Saskatchewan; Yukon.
Program Record Number: TBS SCMA 015

Media and Parliamentary Relations
Description: Information on media clippings and broadcast synopses, on-going updates and maintenance of TBS Intranet News Centre, transcripts, media analyses and public opinion surveys on a range of issues of direct interest to the TB Portfolio, advice on media relations issues, develops and implements short-term communications and media relations products and activities, media request database.
Topics: Issues Management, Auditor general, Gomery commission-commission of inquiry into the sponsorship program and advertising activities; Interdepartmental communications; media relations; Parliamentary and cabinet affairs-Administration, Briefing notes, Cabinet affairs-committees-House of Commons, Senate.
Program Record Number: TBS SCMA 035

Ministerial Correspondence
Description: Manages the President's, Secretary's and Associate Secretary's correspondence process, administration on departmental procedures and corporate correspondence management systems for ministerial correspondence.
Topics: Correspondence unit manages Ministerial correspondence and emails, lists, President's letters; procedures and related material. Presidents and Secretary's scanned letters; Procedures; Secretary's letters.
Program Record Number: TBS SCMA 025

Office of the Assistant Secretary
Description: Is responsible for providing general support and advice on overall TBS communications and on repositioning the TBS to support the TB in its role as management board.
Topics: Office of the Assistant Secretary-Artwork and negatives; Auditor general requests; Books and publications; Committees; Common look and feel project (CLF); Communications; Conferences, meetings, seminars; Government on-line project (GOL); Organization; Treasury Board policies; Chief Information Officer Branch; Corporate Services Branch; Economic Sector; Expenditure Management Sector; Expenditure Operations and Reporting; Expenditure Policy and Analysis (EPA); Government Operations Sector; Labour Relations and Compensation Sector; Information services; Infrastructure National Office; International Affairs, Security and Justice Sector; Legal Services Branch; Office of the Comptroller General; Social and Cultural Sector.
Program Record Number: TBS SCMA 600

Parliamentary Affairs
Description: Information on Parliamentary affairs, support to the President in preparing for QP, co-ordination of briefing material by the TB Portfolio for the President and liaison with parliamentary committees.
Topics: Parliamentary Affairs – general, administration, briefing notes, house cards.
Program Record Number: TBS SCMA 020

Strategic Communications
Description: Develops, implements and supports external communications and public relations activities. It provides strategic communications advice to the President, the Secretary and other Senior Managers as well as to departmental officials. The key functions carried out by the unit include strategic communications advice and planning, public environment research, advice on publication production, development of communications products for internal and external distribution, speechwriting for the Minister and the Secretary, French editing services, consults with the Privy Council Office and other Federal government departments on government-wide initiatives.
Topics: Strategic communications, backgrounders, biographies, business planning, communication plan, generic messages, media analysis; media clippings; media lines; news releases, presentations, president messages, procedures, questions and answers, speaking notes

and speeches.
Program Record Number: TBS SCMA 030

Submission and Cabinet Document Centre
Description: Submissions to the Treasury Board of Canada, Treasury Board submissions and related documents are confidences of the Queen's Privy Council and excluded from purview of the Access to Information and Privacy Acts.
Topics: Submission and Cabinet Document Centre; Expenditure review committees.
Program Record Number: TBS SCMA 015

Transformation Alignment Office
Description: The purpose of this office is to lead an integrated approach to internal and external service transformation across the Government of Canada. More specifically, the office will: support Government of Canada governance during the transformation implementation, ensure alignment of the initiatives' plans and priorities, monitor the overall Government of Canada capacity for effective transformation, monitor and develop strategies to mitigate risks, adverse implications and impacts on the public service, service delivery and the fiscal framework, provide advice on policies, business models, guidelines and direction that may be needed to enable the transformation by the leadership group.
Topics: Transformation Alignment Office-General, Accountability Framework, Briefing notes, Business Plan, Committees, funding, Organization, Progress Report, Initiative-Corporate Administrative Shared Services (CASS); Initiative-Information Technology (IT) Shared Service (ITSS); Initiative-Procurement; Initiative-Real Property.
Program Record Number: TBS TAO 001

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Proactive disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks

Access to Information Act Requests
Description: This bank contains the requests under the Access to Information Act submitted by individuals to access records under the control of the Treasury Board of Canada Secretariat; the replies to such requests; and any other information relevant to the processing of the requests.
Class of Individuals: Individuals requesting access to certain documents or files of the Treasury Board Secretariat.
Purpose: This bank was compiled to maintain records of requests for access to information and to facilitate processing of such requests.
Consistent Uses: The information is used to process requests and for research and statistical purposes.
Retention and Disposal Standards: Records are retained for a period of two years after the last administrative action has been taken, after which records are destroyed.
RDA Number: 98/005
Related PR#: TBS SCMA 005

TBS Registration: 001953
Bank Number: TBS PPU 005

Applications for Employment
Description: This bank serves to maintain an inventory of applications from individuals requesting employment with the Treasury Board Secretariat. These requests usually consist of a letter containing such information as name, address, education and experience. These applications are screened if positions become available.
Class of Individuals: Individuals requesting employment with the Treasury Board Secretariat.
Purpose: This bank holds applications of individuals requesting employment with the Treasury Board Secretariat.
Consistent Uses: The bank is used to review applications of individuals requesting employment with the Treasury Board Secretariat when positions become available.
Retention and Disposal Standards: Records are retained for two years and then destroyed.
RDA Number: 98/005
Related PR#: TBS ADM 920
TBS Registration: 001956
Bank Number: TBS PPU 020

Educational Leave/Co-op Replacement Program (EDCO)
Description: This bank contains personal information such as name, address, telephone number, social insurance number, classification, department, employment and educational history, curriculum vitae, transcripts, letters of offer of employment, and salary.
Class of Individuals: A first group consists of federal government employees in finance, internal audit, human resources, and information technology that have been granted departmental full-time educational leave. A second group is made up of Co-op students from Canadian universities who are assigned to participating departments.
Purpose: The bank maintains an inventory of participants and co-op students for general administration purposes.
Consistent Uses: The bank is used for statistical purposes and human resources planning.
Retention and Disposal Standards: Records disposition will be established by the next Authority of the National Archives of Canada.
RDA Number: To be determined
Related PR#: TBS LRCO 380
TBS Registration: 005047
Bank Number: TBS PPU 035

Financial Officer/Internal Auditor Recruitment and Development (FORD/IARD)
Description: This bank contains personal information such as name, address, telephone number, social insurance number, language, employment equity, employment history, classification, education, curriculum vitae and interview assessment.
Class of Individuals: Recent University graduates applying as participants to the FORD/IARD Program through the Public Service Commission Post-Secondary Recruitment Campaign.
Purpose: The bank maintains an inventory of qualified university graduates to fill entry-level financial officer and internal auditor positions in departments and agencies across the federal government.
Consistent Uses: The bank is used for the recruitment, appointment, training and general administration of the FORD/IARD program. It is also used for historical and statistical purposes.
Retention and Disposal Standards: The records on participants are retained for three years and then destroyed. The disposition of records on recruitment, screening process and rejected applications will be established by the next Authority of the National Archives of Canada.
RDA Number: To be determined
Related PR#: TBS HRMO 380
TBS Registration: 005048
Bank Number: TBS PPU 030

Public Enquiries
Description: This bank contains the names and/or e-mail addresses and/or telephone numbers of individuals who have submitted comments or questions using the departmental telephone line, email address or feedback form on Treasury Board of Canada Secretariat's Intranet/Internet sites; the responses to such comments/questions and any other information relevant to the processing of these comments/questions. Only point of entry information will be maintained in this Bank. Information may exist in other Banks as the responses are processed, these responses will be retained according to the appropriate response Banks.
Class of Individuals: General public and federal employees.
Purpose: This information is compiled in order to process the comments/questions received and to track the responses given. In addition, the information is made available to Treasury Board Secretariat personnel and other government Departments or Agencies as

required in order to provide a response to the inquiry and for the purpose of improving service to our Web site clientele.

Consistent Uses: The information will be used by various members of the department who are responsible for maintaining pages on the Treasury Board Secretariat Web sites. It may also be used to produce statistical reports and for planning, implementing and evaluating TBS communications.

Retention and Disposal Standards: 2 years and then deleted.

RDA Number: To be determined

Related PR#: TBS SCMA 006

TBS Registration: 005073

Bank Number: TBS PPU 050

Personal Service Contract

Description: This bank contains contracts placed, types of services rendered length of contracts and amount of money expended. The bank contains the contracts and supporting documents.

Class of Individuals: Individuals hired under personal service contracts by the Treasury Board Secretariat.

Purpose: The purpose of this bank is to provide data on the number of contracts and amount of money expended.

Consistent Uses: This bank is used for internal reference. It may also be used for statistical research purposes and for planning, implementing and evaluating government policies.

Retention and Disposal Standards: Administrative records are retained for a period of six fiscal years after completion and non-renewal and then destroyed. Records on personal service contracts procurement policy are retained for a period of 10 years and then transferred to National Archives of Canada; excluding those records relating to Departments and Agencies, which are retained for 10 years and then destroyed.

RDA Number: 91/009

Related PR#: TBS LRCO 390

TBS Registration: 001955

Bank Number: TBS PPU 015

Privacy Act Requests

Description: This bank contains requests under the Privacy Act submitted by individuals to access records under the control of the Treasury Board Secretariat, the replies to such requests and any other information relevant to the processing of the requests.

Class of Individuals: Individuals requesting access to certain documents or files of the Treasury Board Secretariat.

Purpose: This bank was compiled to maintain records of requests for access to personal information and to facilitate the processing of such requests.

Consistent Uses: The information is used to process requests and for research and statistical purposes.

Retention and Disposal Standards: Records are retained for a period of two years after last administrative action has been taken, after which records are destroyed.

RDA Number: 98/005

Related PR#: TBS SCMA 005

TBS Registration: 001954

Bank Number: TBS PPU 010

Special Pension Plans

Description: This bank contains minimal information relating to appointment to positions, salary, length of service under the plan, and vital statistics on plan member and their survivors.

Class of Individuals: Individuals who are subject to Governor General's Act, Lieutenant Governors Superannuation Act, the pension plans set up by the International Fisheries Commission Society, employees engaged by the Government outside Canada, certain senior public servants and certain Members of Parliament.

Purpose: To calculate and authorize payment of pension benefits for both plan members and their survivors. The information is collected in fulfilment of Treasury Board's obligation to administer the pension statutes named in part 4.

Consistent Uses: The information contained in the bank may be used by the Pension Division for statistical reports and information sheets for related systems, and for developing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: Incumbent System, the EDP Statistical System bank (PSC/P-CE-761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS/P-CE-701), and the Superannuation Hard Cover Files (DSS/P-CE-702) held by Public Works and Government Services Canada, the Pension File (DND/P-PE-859) held by National Defence, the RCMP Member Service Records (CMP/P-PE-802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and pension plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Non-historical records are retained for 75 years and

then destroyed. Records deemed historical are transferred to the National Archives of Canada after 25 years.

RDA Number: 93/031
Related PR#: TBS LRCO 380
TBS Registration: 002572
Bank Number: TBS PPU 025

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Executive Correspondence Management Systems

Hospitality

Personnel Security Screening

Relocation

Travel

Classes of Personal Information

Ministerial Correspondence and Enquiries

This class of information contains correspondence received by the Secretariat from external organizations or individuals in the form of requests for information, complaints, opinions and other similar submissions.

This information exists in a fragmented form throughout the subject files controlled by the Secretariat and is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Manuals

- Personnel Management Manual (PMM) 1982-1990 (28 Volumes)

- Treasury Board Manual (TBM) 1990-1997 (25 Volumes)

Additional Information

Inquiries for general information about the Treasury Board of Canada Secretariat and its function may be directed to:

Treasury Board of Canada Secretariat
Corporate Communications
L'Esplande Laurier, West Tower
300 Laurier Avenue West, 10th Floor
Ottawa, Ontario K1A 0R5

Telephone: 613-957-2400
Toll Free: 1-877-636-0656
TTY: 613-957-9090
Facsimile: 613-998-9071
Email: info@tbs-sct.gc.ca
Internet: www.tbs-sct.gc.ca

For information on HOW TO APPLY under the provisions of the Access to Information Act and the Privacy Act, please see the INTRODUCTION to this publication.

Note: Strategic Communications and Ministerial Affairs (SCMA) is responsible for processing requests received under the Access to Information Act and Privacy Act only for records held by the Secretariat. These requests should be forwarded to the:

Access to Information and Privacy Coordinator
Strategic Communications and Ministerial Affairs
Treasury Board of Canada Secretariat
L'Esplanade Laurier, East Tower
140 O'Connor Street, 8th Floor
Ottawa, Ontario K1A 0R5

Telephone: 613-946-6260
Toll Free: 1-866-312-1511

Reading Room

The departmental library has been designated as a reading room in accordance with the Access to Information Act. The address is:

L' Esplanade Laurier, East Tower
140 O'Connor Street, 11th Floor
Ottawa, Ontario K1A 0R5

Telephone: 613-995-5877

Trois-Rivières Port Authority

Chapter 165

General Information

Background

The Trois-Rivières Port Authority was created on May 1, 1999 by letters patent issued on that date by the Minister of Transport pursuant to Section 8 of the Canada Marine Act. Therefore, the Trois-Rivières Port Authority is a Canadian Port Authority and an agent of Her Majesty in right of Canada within the framework of the Canada Marine Act.

Before May 1, 1999 the Trois-Rivières Port Authority was a non corporate port within the meaning of the Canada Ports Corporation Act and was called the «Port of Trois-Rivières».

Responsibilities

The Port of Trois-Rivières contributes to the implementation of a National Marine Policy that provides Canada with the marine infrastructure that it needs and that offers effective support for the achievement of local, regional and national social and economic objectives and will promote and safeguard Canada's competitiveness and trade objectives.

Navigable waters under the jurisdiction of the Trois-Rivières Port Authority as well as federal real property under its management and other federal real property occupied or held by it are listed in Schedules «A» and «B» to its letters patent.

The Trois-Rivières Port Authority has the powers of a natural person and its authority to operate a port is limited to the power to engage in port activities related to shipping, navigation, transportation of passengers and goods and handling of storage of and goods, to the extent that those activities are specified in the letters patent and other activities that are deemed in the letters patent to be necessary to support port operations.

Among its rights and obligations the Trois-Rivières Port Authority must see to the management of federal real property and personal property and any rights related thereto. It may set the fees to be paid in respect of ships, vehicles, aircraft and persons coming into or using the port and the goods and services it provides or any privilege conferred by it. As for order and safety, the Trois-Rivières Port Authority shall take appropriate measures for the maintenance of order and the safety of persons and property in the port.

Legislation

- Canada Marine Act, S.C. 1998, chapter 10
- Port Authorities Management Regulations
- Letters Patent of the Trois-Rivières Port Authority
- Interim By-Law on works of Port Authorities
- Canada Ports Corporation Operating By-law, C.R.C. 1978 c. 1064 as amended.

Organization

Chief Executive Officer

As the individual responsible for the institution, the Chief Executive Officer performs all the rights and duties related to this office pursuant to the Access to Information Act.

Operation

The Director of Operations plays a role in the planning, organization and control of the port. He must ensure the control, the completion and supervision of various port-related projects, prepare calls for tenders and review submissions for these projects and finally act as technical advisor to the CEO. He must also prepare, review and control regular maintenance schedules, select, assess and direct the technical staff under his supervision. He is also responsible for the Environment and Harbour Master Departments.

Finance

The Director of Finance, is responsible for financial and personnel operations; the preparation of the business plans and budgets, their administration and maintenance budgets in cooperation with the Director of Operations. He is also responsible for personnel information.

Information Holdings

Program Records

Business Information
Description: Documentation on economic and business forecasts, cargo overview and other business information.
Topics: Statistics; forecasts, cargo; rates.
Program Record Number: TRPA COM 005

Engineering
Description: Documentation on planning, design, construction and maintenance of facilities.
Topics: Construction supervision; consultant management; research; plans; submissions; work authorizations; inspections; progress reports and payments.
Program Record Number: TRPA ING 010

Legal Affairs and Secretariat
Description: The Canada Marine Act established a new environment and a new way of doing business for ports. As Port Authority, the TRPA has the necessary tools to conduct its business affairs in a commercial, efficient and timely manner. The TRPA has much greater autonomy and flexibility to operate according to business principles and to make investment decisions to the port's overall benefit.
Topics: Law and regulations, legal affairs, committees.
Program Record Number: TRPA AJS 040

Marketing
Description: Documentation on the marketing plan and research in this field. Analysis of business and financial data required for the development of marketing plans.
Topics: Research; studies; surveys; inquiries; reports; cost analysis; storage and packaging of cargo; traffic; statistics.
Program Record Number: TRPA MAR 015

Property
Description: Information relating to the administration of the Authority's property, property leases, licences and easements.
Topics: Leases, payment in lieu of taxes, insurance, easements.
Program Record Number: TRPA PRO 035

Corporate Plan
Description: Documentation on the corporate plan.
Topics: Guidelines; assessment; research; forecasts; data and cost analysis.
Program Record Number: TRPA ENT 020

Security
Description: Material and information on accidents and investigations.
Topics: Incident reports, assessment of information and reports.
Program Record Number: TRPA SEC 025

Tariffs
Description: Material on tariff setting and revision.
Topics: Harbour dues; berthage and wharfage; remittals; notices.
Program Record Number: TRPA TAR 030

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Access to Information and Privacy Requests

Acts and Legislation

Administration and Management Services

Audits

Budgets

Buildings

Employment and Staffing

Equipment and Supplies

Finance

Human Resources

Lands

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Training and Development

Utilities

Particular Personal Information Banks

Applications for Employment
Description: This bank contains applications received by the Trois-Rivières Port Authority.
Class of Individuals: General public.
Purpose: This bank is used to fill certain positions in the Port of Trois-Rivières Authority for which applicants have suitable qualifications.
Consistent Uses: To provide a record of the information and documentation used in staffing positions.
Retention and Disposal Standards: Records are retained for six months and then destroyed.
RDA Number: 98/005
Related PR#: TRPA PRN 920
TBS Registration: 004381
Bank Number: TRPA PPU 010

Access Request Data
Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act.
Class of Individuals: General public.
Purpose: This bank processes access requests and reports the total number of requests processed for statistical purposes.
Consistent Uses: This bank is used to report on the administration of the Access to Information and Privacy Acts.
Retention and Disposal Standards: Records are retained for two years and then destroyed.
RDA Number: 98/001
Related PR#: TRPA PRN 930
TBS Registration: 004382
Bank Number: TRPA PPU 015

Claims
Description: This bank contains information relating to settlements by and against the Authority.
Class of Individuals: General public, companies and institutions of Canadian or foreign extraction.
Purpose: This bank documents the settlement of claims by of against the Authority.
Consistent Uses: This bank documents the legal settlements of all claims by or against the Authority.
Retention and Disposal Standards: Records are retained for two years after the settlement and then destroyed.
RDA Number: 98/001
Related PR#: TRPA AJS 040
TBS Registration: 004383
Bank Number: TRPA PPU 020

Personal Service Contracts
Description: This bank contains the terms and conditions of contracts of employment between individuals and the Trois-Rivières Port Authority.
Class of Individuals: General public.
Purpose: This bank is used to provide material and authority for personal service contracts.
Consistent Uses: To record payment to individuals for income tax and budgetary purposes.
Retention and Disposal Standards: Records are retained for six years after expiry of the contract and then destroyed.
RDA Number: 99/004
Related PR#: TRPA PRN 914
TBS Registration: 004380
Bank Number: TRPA PPU 005

Property Services
Description: This bank contains basic information on properties managed by the Trois-Rivières Port Authority or tenants of these properties.
Class of Individuals: General public.
Purpose: This bank is used to document property transactions such as leases, agreements, sales, exchanges or purchases of lands between Her Majesty, the Trois-Rivières Port Authority and the general public.
Consistent Uses: This bank is used to document the decision-making process in property matters.
Retention and Disposal Standards: Records are retained for an undetermined period of time.
RDA Number: 2002/001
Related PR#: TRPA PRO 035
TBS Registration: 004384
Bank Number: TRPA PPU 025

Classes of Personal Information

In the course of conducting the programs and activities of the Trois-Rivières Port Authority, classes of personal information may be accumulated that are not included in the specific personal information banks described above. Such personal information may include: requests for information, expressions of public support, offers of services and complaints. This information is stored in the central registry files, where records are not normally retrieved by name or other identifier.

This form of personal information is normally retrievable if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Trois-Rivières Port Authority, and the name of the person to whom it was addressed. The retention periods for these classes of personal

information are controlled by the records disposal schedules for the general subject files in which they are stored.

Manuals

- Directives and Standing Orders Manual

- Port Authorities Management Regulations

- Financial Management Policies and Directives

- Engineering Policies and Procedures

- Operating Bylaw

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Trois-Rivières Port Authority under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the Trois-Rivières Port Authority.

Requests for further information about the Trois-Rivières Port Authority may be directed to:

Trois-Rivières Port Authority
1545 du Fleuve Street, Suite 300
Trois-Rivières, Quebec G9A 6K4

Telephone: 819-378-2887
Facsimile: 819-378-2487
E-mail: adm_gen@porttr.com

Reading Room

The Trois-Rivières Port Authority has designated one of its offices as a reading room for the purposes of the Access to Information Act. The address is:

Trois-Rivières Port Authority
1545 du Fleuve Street, Suite 300
Trois-Rivières, Quebec G9A 6K4

Vancouver Port Authority

Chapter 166

General Information

Background

The Vancouver Port Authority was established pursuant to the Canada Marine Act, which received Royal Assent on the 11th day of June 1998 and came into force with respect to Halifax, Montreal and Vancouver Port Authorities on the 1st day of March 1999. This Act repealed the Canada Ports Corporation Act of 1983, which amended the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the 1964 Harbour Commissions Act.

The Canada Marine Act created 18 Port Authorities with their own specific Letters Patent and are responsible to Parliament through the Minister of Transport, Infrastructure and Communities.

Responsibilities

The role of the Vancouver Port Authority is to facilitate and expand the movement of cargo and passengers through the Port of Vancouver; provide facilities, services and technologies that are competitive, safe, commercially viable, dependable and customer oriented and to operate with broad public support in the best interests of Canadians.

Legislation

- Canada Marine Act, R.S.C. 1998, chapter C-10
- Management Regulations
- Operating Regulations

Organization

President and Chief Executive Officer

The President and Chief Executive of the Vancouver Port Authority, who is the Head of the Institution for the purposes of the Access to Information Act, exercises all the powers and responsibilities pertaining to this function under the Act in question.

Customer Development and Operations Division

This Division consists of the Business Development, Marine Operations, Shore Operations, Trade Development, Strategic Trucking Initiatives and Security Departments.

Finance Division

This Division consists of the Accounting, Finance, Legal Services (includes Corporate Secretariat), Real Estate and Internal Audit Departments.

Infrastructure Development Division

This Division consists of the Planning & Development, Engineering & Maintenance, Environmental Programs and Property Taxation Departments.

Corporate Services Division

This Division consists of the Administration, Human Resources, Corporate Communications and Public Affairs, and Information Services Departments.

Information Holdings

Program Records

Cargo Handling
Description: Information relating to storage, transfer, cargo commodities, transportation, and related subjects.
Topics: Bulk cargo; cold storage cargo; container cargo; grain cargo; liquid cargo.
Program Record Number: VPA CAH 005

Communications and Marketing
Description: Information relating to media relations, press releases, client relations, overseas missions, marketing analysis, advertising, promotional events, and community relations.
Topics: Media clippings; advertising; corporate identity; publications; speeches and presentations; promotions and events.
Program Record Number: VPA COM 010

Engineering & Maintenance
Description: Information relating to buildings management, equipment and vehicles, maintenance of facilities and structures, projects design and construction, and utilities.
Topics: Dredging & filling; hydrographics; inspection; railways; roads & overpasses; specifications & standards.
Program Record Number: VPA ENG 015

Environmental Programs
Description: Information relating to environmental assessment findings, issues and checklists, and projects.
Topics: Environmental issues; audit; projects.
Program Record Number: VPA ENS 020

Harbour Operations
Description: Information relating to traffic, vessels, safety, emergency planning, pollution, and related subjects.
Topics: Accidents & incidents; aircraft; anchorage; berthage; dangerous goods; harbour headline; marinas; navigation; patrol boats; recreational waterway use.
Program Record Number: VPA HAO 025

Human Resources
Description: Information relating to the area of human resources management, including labour relations, change management, professional development, human resource management and human resource programs.
Program Record Number: VPA HUR 060

Information Systems
Description: Information relating to hardware, software, information systems, security and access, departmental requirements, and networks.
Topics: Development projects; inventory; operations; security & integrity; standards; support.
Program Record Number: VPA INS 030

Legal and Corporate Secretariat
Description: Information relating to agreements and contracts, acts and regulations, corporate by-laws, cases and opinions, litigation, and research. Includes Board of Directors and Committee minutes, and Orders in Council appointing Board members.
Topics: Submissions; jurisdiction; patents, copyright, trademarks; legislation.
Program Record Number: VPA LCS 035

Port Planning
Description: Information relating to Vancouver Port Authority growth through capitalization, future planning, and overall policy development. Includes land use plans, development projects and inquiries.
Topics: Land acquisition & disposition; municipal & regional land use; permits.
Program Record Number: VPA POD 040

Real Estate
Description: Information relating to the administration of Authority properties, property leases, licences, easements, and title searches.
Topics: Grants in lieu of taxes; title information; insurance; appraisals; casual use; commercial leases & agreements; recreational leases & agreements.
Program Record Number: VPA PRO 045

Security
Description: Information relating to investigations, security systems, and liaison.
Topics: Security service; terminals security; investigation & incident summaries.
Program Record Number: VPA SEC 050

Terminal Operations
Description: Information relating to cargo and cruise ship terminal operations.
Topics: Aircraft terminals; Canada Customs; cargo terminals; cruise terminals; operators.
Program Record Number: VPA TEO 055

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Classification of Positions

Employment and Staffing

Finance

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Training and Development

Particular Personal Information Banks

Applications for Employment
Description: This bank contains applications received from the general public for possible employment with the Vancouver Port Authority.
Class of Individuals: General public.
Purpose: Information may be used to fill vacancies in the Vancouver Port Authority for which applicants have suitable qualifications.

Consistent Uses: None
Retention and Disposal Standards: Records are retained for one year after the application is submitted, then destroyed.
RDA Number: 98/001
Related PR#: VPA HUR 060
TBS Registration: 004273
Bank Number: VPA PPU 010

Board of Directors
Description: This bank contains correspondence relating to nominees, the Orders-in-Council appointing members, brief biographies and statements of qualifications.
Class of Individuals: Candidates for appointment and appointees to the Board of Directors.
Purpose: The purpose of this bank is to assist in the appointment of individuals as directors of the Vancouver Port Authority.
Consistent Uses: None
Retention and Disposal Standards: Records are retained for five years after the term has ended, then transferred to Library and Archives Canada.
RDA Number: 2002/001
Related PR#: VPA LCS 035
TBS Registration: 004274
Bank Number: VPA PPU 015

Litigation Files
Description: This bank contains information on litigation cases and potential litigation against and by the Authority. Includes all types of claims such as dismissal, operations, etc.
Class of Individuals: General public, complainants, respondents, and witnesses.
Purpose: The information in this bank enables the Legal Department to carry out its mandate as legal advisor to the Authority and in proceedings before Tribunals and the Courts.
Consistent Uses: None.
Retention and Disposal Standards: Records are retained for six years after all action completed, then destroyed.
RDA Number: 2002/001
Related PR#: VPA LCS 035
TBS Registration: 004275
Bank Number: VPA PPU 020

Properties
Description: This bank contains information on owners or tenants of properties. Personal information may include name, address, telephone number, e-mail address, banking information, spousal information and insurance information.
Class of Individuals: General public.

Purpose: This bank is used to document property transactions between the Authority and the general public such as leases, licences, sale, exchange or purchase of lands.
Consistent Uses: None.
Retention and Disposal Standards: Records are retained for five years after the agreement ends then transferred to Library and Archives Canada.
RDA Number: 2002/001
Related PR#: VPA PRO 045
TBS Registration: 004276
Bank Number: VPA PPU 025

Security Investigations
Description: This bank contains records about security investigations of by-law and regulation enforcement, internal and external loses, threats and conflicts of interest.
Class of Individuals: General public.
Purpose: This bank is to maintain investigative/administrative records as they pertain to the enforcement of by-laws and regulations.
Consistent Uses: None.
Retention and Disposal Standards: Records are retained for five years then transferred to Library and Archives Canada.
RDA Number: 98/001
Related PR#: VPA SEC 050
TBS Registration: 004277
Bank Number: VPA PPU 030

Service Contracts
Description: This bank contains the terms and conditions of individuals or firms engaged under contract to the Authority.
Class of Individuals: General public.
Purpose: The purpose of this bank is to provide documentation relating to individuals and firms providing services to the Authority under contract.
Consistent Uses: None.
Retention and Disposal Standards: Records are retained for six years after completion then transferred to Library and Archives Canada.
RDA Number: 2002/001
Related PR#: VPA LCS 035
TBS Registration: 004278
Bank Number: VPA PPU 035

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Personnel Security Screening

Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes

Classes of Personal Information

In the course of conducting the programs and activities of the Vancouver Port Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes: requests for information, expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Canadian Payroll Manual

- Corporate Planning Procedures Manual

- Corporate Policies and Directives Manual

- Emergency Planning Manual

- Grants in Lieu Procedures

- Harbour Master Office Operations Manual

- Marine Communications Traffic Services Manual of Operating Procedures

- Solutions for Government Reference Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Vancouver Port Authority under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the Vancouver Port Authority.

Requests for further information about the Vancouver Port Authority and its various programs and functions may be directed to:

Public Affairs
Vancouver Port Authority
100 The Pointe
999 Canada Place
Vancouver, British Columbia V6C 3T4

Telephone: 604-665-9070
Facsimile: 1-866-284-4271
Internet: www.portvancouver.com

Reading Room

Vancouver Port Authority's Legal Library has been designated under the Access to Information Act as a public reading room. The address is:

100 The Pointe
999 Canada Place
Vancouver, British Columbia

Veterans Affairs Canada

Chapter 167

General Information

Background

Nearly 1,750,000 men and women served in wartime for Canada. Approximately 116,000 died and 229,000 were wounded as a result of war. Canada has long recognized the hardship, suffering and sacrifice experienced by Veterans, Canadian Forces personnel, civilians and their families during our nation's periods of armed conflict and peacekeeping. The Veterans Affairs Portfolio exists to serve them. The Portfolio also carries out commemorative activities aimed at instilling in Canadians an appreciation for the sacrifices made by Veterans and others during periods of conflict, and for assisting eligible persons who belong to any of the following groups: Armed Forces personnel and Merchant Navy Veterans who served in the First World War, Second World War or the Korean War; Former and, in certain cases, current members of the Canadian Forces including those who have served in Special Duty Service; Certain civilians who are entitled to benefits because of their wartime service; Allied Veterans who had Canadian pre-war domicile; Former and, in certain cases, current members of the Royal Canadian Mounted Police (RCMP); and survivors and dependants of the above.

To recognize the contribution that CF members have made to Canada and the world, the Government of Canada has passed the Canadian Forces Members and Veterans Re-establishment and Compensation Act. Many people know this Act as the New Veterans Charter. The new Charter, which received Royal Assent on May 13, 2005, represents the most sweeping change to Veterans' benefits and services in the past 60 years.

The New Veterans Charter gives CF Veterans and their families access to services and programs that are tailor-made for them. This builds on the services and benefits that are now in place to help traditional war service Veterans live with dignity and independence. The New Veterans Charter's programs and services can be summed up in one word: "wellness."

In March 2006, the Portfolio had 220,660 unique clients. Just under half (41.5%) of these were War Service Veteran clients, followed by survivors (34.9%), Canadian Forces Veteran clients (20.8%), and RCMP clients (2.8%). The average age of War Service Veteran clients is 84 years, while the average age of Canadian Forces Veteran clients is 55 years, and the average age of RCMP clients is 56.

Responsibilities

The Veterans Affairs (VA) Portfolio consists of Veterans Affairs Canada (VAC) and Veterans Review and Appeal Board (VRAB).

Veterans Affairs' mission is to provide exemplary, client-centred services and benefits that respond to the needs of Veterans, our other clients and their families, in recognition of their services to Canada; and to keep the memory of their achievements and sacrifices alive for all Canadians.

Veterans Affairs Canada's mandate stems from laws and regulations. Among the more significant is the Department of Veterans Affairs Act, which charges the Minister of Veterans Affairs with the following responsibilities: "…the care, treatment, or re-establishment in civil life of any person who served in the Canadian Forces or merchant navy or in the naval, army or air forces or merchant navies of Her Majesty, of any person who has otherwise engaged in pursuits relating to war, and of any other person designated...the care of the dependants or survivors of any person referred to...".

Its legislative authorities are contained in the Department of Veterans Affairs Act, 15 other Acts of Parliament and 30 regulations and orders-in-council.

The Veterans Review and Appeal Board's mandate provides for full and exclusive jurisdiction to hear, determine and deal with all applications for review and appeal that may be made to the Board under the Pension Act, the War Veterans Allowance Act and other Acts of Parliament. All matters related to appeals under this legislation are authorized under the Veterans Review and Appeal Board Act.

Legislation

The Minister has sole responsibility to Parliament for the following Acts:

- Canadian Forces Members and Veterans Re-establishment and Compensation Act

- Children of Deceased Veterans Education Assistance Act

- Civilian War-related Benefits Act

- Department of Veterans Affairs Act

- Pension Act

- Returned Soldiers' Insurance Act

- Soldier Settlement Act

- Special Operators War Service Benefits Act

- Supervisors War Service Benefits Act

- Veterans Benefit Act

- Veterans Insurance Act

- Veterans' Land Act

- Veterans Review and Appeal Board Act

- War Service Grants Act

- War Veterans Allowance Act

- Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act

The Minister shares responsibility to Parliament for the following Acts:

- Aeronautics Act, section 9

- Halifax Relief Commission Pension Continuation Act

- Indian (Soldier Settlement) Act

- Royal Canadian Mounted Police Pension Continuation Act, section 5

- Royal Canadian Mounted Police Superannuation Act, sections 32 to 34

Organization

The Deputy Minister of Veterans Affairs Canada reports to the Minister of Veterans Affairs who is accountable to Parliament. The Chair of the Veterans Review and Appeal Board reports to Parliament through the Minister and is accountable to the Minister for the use of the board's resources.

The Veterans Affairs Portfolio delivers two programs:

The Veterans Affairs Program, delivered by Veterans Affairs Canada, provides a wide range of benefits and services principally in the areas

of health care, disability pensions and income support and commemoration programming. In 2005-2006, activities were delivered by a staff complement of 3,570 full-time equivalents from a decentralized organization consisting of a Head Office in Charlottetown, Prince Edward Island, the National Capital Office in Ottawa, Ontario, and a national service delivery network across Canada. The Department also operates a hospital in Sainte-Anne-de-Bellevue, Quebec, and maintains battlefield memorials in Europe.

The Veterans Review and Appeal Board Program is delivered by the Veterans Review and Appeal Board, a separate independent administrative tribunal. The Board adjudicates on the review and appeal aspects of disability pensions and hears final level appeals for War Veterans Allowance claims. The Board also has the authority to reconsider decisions at the review and appeal levels. It ensures due process through sound, timely and effective quasi-judicial adjudication in accordance with the governing legislation. The activities of the Board, delivered by 80 full-time equivalents in 2005-2006, included 8 full-time members in Charlottetown and 11 full-time members located in major cities across Canada. The Board holds review hearings in over 34 locations across Canada and appeal hearings primarily in Charlottetown.

The formal program structure of the Portfolio reflects the required independence between the Department and the Board as an administrative tribunal. It emphasizes the autonomy each has in representing the rights of clients and serving their needs.

Veterans Affairs Canada

Veterans Affairs Canada is made up of three branches and five organizations. Veterans Services Branch, Public Programs and Communications Branch, Corporate Services Branch and Policy, Planning and Liaison report to the Deputy Minister of VAC. The remaining four organizations, Audit and Evaluation Division, Bureau of Pensions Advocates Office of Early Conflict Resolution and Federal Healthcare Partnership report to the Associate Deputy Minister of VAC.

Audit and Evaluation Division

The mandate of the Audit and Evaluation Division is to review programs and operations and to recommend improvements. A seamless,

single-window audit, evaluation and consultation service is provided.

Bureau of Pensions Advocates

The Bureau of Pensions Advocates provides free legal aid to persons who seek, through the review and appeal processes with the Veterans Review and Appeal Board, to establish claims under the Pension Act and related statues.

Corporate Services (CS) Branch

The CS Branch is responsible for ensuring the effective and efficient use and protection of the Portfolio's financial, human, information, material and information technology resources; providing Portfolio support services, e.g. records and facilities management and video conferencing; planning and execution of business resumption, security and emergency preparedness measures; processing of requests and activities related to the Access to Information Act and the Privacy Act; library services; employment equity and official languages programs; and co-ordinating locally shared services initiatives.

Federal Healthcare Partnership

The Federal Healthcare Partnership (FHP), formerly the Health Care Coordination Initiative (HCCI), was created in 1994 as a partnership of federal departments providing healthcare services to specific groups of Canadians with the goal of extending cost savings through the process of collective federal department purchasing of selective healthcare products/services.

The FHP has since evolved and, with its six permanent partner departments, agencies and organizations, is now collaboratively examining the strategic impact of various issues on the provision of health services within the jurisdiction of all of the partners. The FHP has two main goals: to achieve economies of scale while enhancing the provision of care, and to provide strategic issues leadership.

Office of Early Conflict Resolution

This office provides leadership and support to enable employees of VAC to meet the challenges facing the Portfolio and the Public Service. We promote and help maintain a work environment of mutual trust and respect where the focus is on reducing and/or resolving conflict and preventing harassment in the workplace.

Policy Planning and Liaison

This Secretariat is responsible for providing executive services to the Minister, the Deputy Minister and the Associate Deputy Minister. It is also responsible for ensuring policy consistency in internal and external policies, and liaising with Veterans' organizations, parliamentary committees, and central agencies. The Secretariat also ensures that government policy is reflected in legislation and regulations.

Also, the Secretariat supports the Portfolio by carrying out long-term, strategic and operational planning; providing advice on resource management, planning methods and practices, and departmental issues; investigating options for alternative service delivery; and coordinating the development and implementation of central agency initiatives such as Quality Service (including service standards), Sustainable Development, and producing reports supporting the Expenditure Management System.

Public Programs and Communications Branch

The Public Programs and Communications Branch is responsible for policy direction and effective management of all domestic (internal and external to the Department) and international communication programs and for keeping the memory of our Veterans' and peacekeepers' achievements and sacrifices alive for all Canadians through community engagement, public information and research, cenotaph/monument restoration of national and international memorials and cemetery maintenance.

Veterans Services (VS) Branch

The Veterans Services Branch is responsible for delivering pensions and health care, and for providing social and economic support to Veterans and qualified civilians in all regions of Canada. Health care is provided to eligible Veterans in Ste-Anne's Hospital, the only departmental hospital in Ste-Anne-de-Bellevue, Quebec, in contract hospital beds, in Veterans' homes, and in hospitals of choice. The Branch is also responsible for providing emergency and ongoing income support, social counselling and referral services, client counselling on disability pension applications, and adjudication of disability pension claims. It is also responsible for negotiating with the provinces and for delivering certain other centrally managed programs.

The New Veterans Charter, a comprehensive wellness package that benefits Canadian Forces Members, Veterans and their families is also the responsibility of this Branch. The package includes: rehabilitation, health benefits, job placement assistance, financial benefits and disability awards.

The Branch Head Office in Charlottetown maintains functional and line authority over program and policy development and program operations within the National Operations Division, the Program & Service Policy Division, and Regional Operations.

Veterans Review and Appeal Board

The Veterans Review and Appeal Board was created in 1995 by an Act of Parliament. The Board is an independent Board with full and exclusive jurisdiction to hear appeals from the decisions of the Minister of Veterans Affairs. The Board may affirm, vary or reverse the Minister's decisions, or refer decisions back to the Minister for reconsideration. The Board is completely independent from the Department of Veterans Affairs.

The Veterans Review and Appeal Board provides two levels of appeal on disability pension applications and the final level of appeal on allowance decisions. The Board's objective is to ensure Veterans, Canadian Forces personnel, Royal Canadian Mounted Police members, certain civilians, and/or their respective dependants receive the disability pensions and benefits to which they are entitled.

Information Holdings

Program Records

Veterans Affairs Canada shares program records registered in this section with the Veterans Review and Appeal Board.

Acquisition, Sale or Other Disposition of Lands and Other Property
Description: Records relating to the purchase or acquisition by the Director of lands or other property for the settlement of Veterans and the sale or disposition of all or parts of the land or other property being sold to Veterans under agreement.
Topics: Acquisitions settlement areas; land purchase; land costs; statement of property

purchased; co-ordination of federal interest in land acquisition and use; surveys; sale and disposition – general; partial; surplus lands; refunds of surplus; release of securities; sale of livestock and equipment; continued establishments; leasing and renting pending sale; real estate commission; civilian purchase; unauthorized disposition of securities; and expropriations.
Program Record Number: VAC MVA 070

Acts, Orders and Regulations
Description: Correspondence relating to bills, acts, statutory orders and regulations administered by the Department and former Canadian Pension Commission, as well as correspondence relating to other Canadian legislation the Department and former Canadian Pension Commission may use as reference material to assist in the delivery of its programs; correspondence relating to the Civilian War-related Benefits Act (Parts I and X), the preparation of amendments and interpretations; correspondence relating to the Pension Act and the preparation of amendments; and interpretations by the former Veterans Appeal Board and the new Veterans Review and Appeal Board.
Topics: Former Canadian Pension Commission; pensions; expenses; children; pensions for disabilities; pensions for death; maintenance; offences and punishment; Supplementary Pensions – Allied Forces; Prisoners of War; Exceptional Incapacity Allowance; annual adjustment of pensions and allowances; procedures and general.
Program Record Number: VAC MVA 220

Agriculture, Farm Development and Operation
Description: Records relating to counselling, training courses, advisory and supervisory services on farm management operations for Veterans.
Topics: Farm management – general; training courses; farm equipment; farm management studies; farm accounting methods; farm building models; supervision and advice; requests for information; bull loaning policy; disease testing in animals; crops and crop conditions; Prairie Grain Advance Payments Regulations; production line farming; farm credit study committee; family farm operation; and statistics.
Program Record Number: VAC MVA 115

Appraisals and Services for Other Departments
Description: Records relating to real estate appraisals for Property Management Directorate and real estate appraisals and services provided for other departments and agencies.

Topics: Appraisals – general; schedule of appraisal fee; appraisals for other departments (individual files for departments and agencies); tendering; licences; collection of fees; management of Department of National Defence installations leased to the public for agricultural purposes; Indian economic development program; off-reserve housing program; and real estate data bank project.
Program Record Number: VAC MVA 095

Armed Forces Pensions
Description: Correspondence relating to pensions for disabilities or death incurred by members of Canada's military forces during World War I, World War II, peacetime service, service in a Special Duty Area, service in a theatre of operations, reserve force service or special force service.
Topics: Cadets; deserters; boards of inquiry regarding deceased or missing personnel; attestation and discharge procedures; Canadian Women's Auxiliary Services; National Defence documentation; Canadian Army – general; dual service; trainees; reserve force (militia); active force (World War II); soldier apprentices; special force (Interdepartmental Committee on re-establishment), Canadian Rangers; Royal Canadian Air Force – general; civilian flying instructors; refresher flying training ("Chipmunk Exercise"); members attached to air force; and Royal Canadian Navy – general.
Program Record Number: VAC MVA 210

Briefs, Resolutions and Representations
Description: Correspondence relating to briefs, resolutions and representations made by Veterans' organizations such as the Royal Canadian Legion and others on pension matters.
Topics: Army, Navy and Airborne Veterans; British Benevolent Society of Los Angeles; Federation of British Canadian Veterans of Canada; Canadian Legion of the British Empire Service League; Canadian Order of Empire Ex-Servicemen; Canadian Pensioners' Association of the Great War; Canadian Soldiers' Non-Pensioned Widows' Association; Canadian Combat Veterans Association; Canadian Corps Association; Canadian Battlefield Memorial Committee; Canadian National Institute for the Blind; Canadian Merchant Navy Prisoners of War Association; Dominion Corps of Legionnaires – Second World War; Disabled Veterans Association; Hong Kong Veterans Association of Canada; Imperial Veterans Social Club; Imperial War Graves Commission; Imperial Order Daughters of the Empire; Korea Veterans Association of Canada Inc.; National

Council of Veterans Associations; North East New Brunswick Veterans Association; National Indian Veterans Association Convenience; National Prisoners of War Association; Nursing Sisters Association of Canada; Sir Arthur Pearson Association; Royal Canadian Corps of Signal Auxiliaries; Royal Canadian Air Force Association; Royal Canadian Legion – resolutions; Soldier's Protection Association and Political Club of New Westminster; War Amputations of Canada – resolutions; War Pensioners of Canada; and World Veterans Federation.
Program Record Number: VAC MVA 215

Bureau of Pensions Advocates – General
Description: Records relating to pension and War Veterans Allowance adjudication and to Veterans' organizations.
Topics: Liaison with the National Operations Division of the Department of Veterans Affairs relating to pension applications and appeals; liaison with the Veterans Review and Appeal Board relating to pension reviews and appeals and allowance appeals; liaison with Veterans' organizations; liaison with the Department of Justice and the Federal Court of Appeal; and client representation in cases of adverse interest.
Program Record Number: VAC MVA 295

Civilian War-related Benefits
Description: Correspondence relating to pensions and allowances awarded to the following groups of civilians for disabilities or death attributable to service during World War II in certain organizations or types of employment which were closely associated with the armed forces: Auxiliary Service Personnel, Canadian Civilian Air Crew, and Salt Water Fishermen.
Topics: Air raid precaution workers; Corps of Canadian Firefighters (for service in the U.K.); injury during remedial treatment; overseas welfare workers; Voluntary Aid Detachment; list of supervisors; Ferry Command 504 list; American Red Cross; Silver Cross Mothers; detention allowance; section 13.
Program Record Number: VAC MVA 225

Commemoration and Special Events
Description: Information on subjects relating to the commemoration of Canada's war dead; other related benefit programs; anniversary celebrations; and inspection tours.
Topics: Commonwealth War Graves Commission – general; Canadian Battlefield Memorials; European operations; funerals, burials and grave markers; Last Post Fund; memorials, cemeteries

and graves – general; foreign countries; departmental cemeteries and plots; provincially owned cemeteries; Commemoration and special events – general; anniversary celebrations; Canada Remembers; public education and community outreach; archives and research; Canadian Virtual War Memorial Website; Books of Remembrance; inspection tours – general, Central Europe; Korean War; Remembrance Day – general, Ottawa, Vimy Ridge; South African War; World War I – general, Somme, Vimy Ridge; World War II – general, D-Day/Normandy, Dieppe, Holland, Hong Kong, Italy, VE-Day.
Program Record Number: VAC MVA 010

Compensation for Former Prisoners of War
Description: Correspondence relating to compensation provided under the Pension Act to members of the armed forces and certain civilians who were taken prisoner during and after World War II, and to their dependants.
Topics: General; Hong Kong prisoners of war; Dieppe prisoners of war; list of names; statistics; internees of Vichy, France; Hermann Report; and Pensioners of Allied countries.
Program Record Number: VAC MVA 230

Conflict of Interest and Post-employment Code
Description: Correspondence relating to the implementation of the Conflict of Interest and Post-employment Code.
Topics: Code of the Public Service; amendment; interpretation; delegation authority; reports and statistics.
Program Record Number: VAC MVA 430

Conveyance and Other Title Transactions
Description: Records relating to preparation and replacement of transfers of titles, deeds and other title documents in relation to the disposition of real estate or property.
Topics: Preparation of conveyances and title transactions – general; delays; outstanding title cases; lost certificates of title; amendments; deeds in escrow; replacement deeds; agreements for sale; title searches; declaration of possession; joint tenancy; assignment of civilian or Veteran agreements of sale; trespass and encroachment; surveys; administration fees; legal fees and disbursements; execution of documents by Director; restrictive covenants and titles.
Program Record Number: VAC MVA 075

Debt-Free Settlement on Dominion or Provincial Lands
Description: Records relating to debt-free settlement and to non-repayable conditional grants

for the establishment of Veterans on provincial lands and similar grants to Indian Veterans who settle on Indian reserve lands.
Topics: Establishment of Veterans on provincial or Dominion lands – general; debt-free settlement agreements with provinces (filed by province); federal Crown land in the Yukon and Northwest Territories; tax arrears on Dominion land; national parks; agreement of sale; non-repayable grant; additional farm credits; grants to Indian Veterans for establishment within Indian Reserves; Métis Veterans; land clearing and breaking; and other permanent improvements.
Program Record Number: VAC MVA 065

Easements, Servitudes and Right of Way
Description: Records relating to the granting of easements, servitudes and right of way on properties to which title is held by the Director, Veterans' Land Act.
Topics: Easements – general; policies; hydro; oil and gas; telephone; railway and road; servitudes and right of way; Waterfowl Habitat Conservation Program; Provincial Woodland Improvement Program; and individual company easement files.
Program Record Number: VAC MVA 105

Eligibility and Qualification
Description: Correspondence relating to eligibility to apply for benefits under the Veterans' Land Act and the Soldier Settlement Act, certificates of qualification and cancellation of certificates of qualification, and termination date for acceptance of loan applications.
Topics: Eligibility of recipients of War Veterans Allowance; aged Veterans; dual service; medical fitness; re-establishment credits; duplication of benefits; Veterans Business and Professional Loans Act; Canadian Army Special Force; Firefighters; Ferry Command; Merchant Marine; members of His Majesty's Forces other than Canadian; Allied Forces; Special Duties Personnel; Regular Forces; Interim Forces; all categories of Veterans; native Veterans; and National Resources Mobilization Act personnel.
Program Record Number: VAC MVA 055

Employment Equity
Description: Correspondence relating to equal opportunities for women; program initiatives to increase the employment of women in senior positions; correspondence on new initiatives leading to increased participation in the work force of aboriginal people, visible minorities and disabled people.

Topics: Employment Equity – general; program initiatives for disabled persons, aboriginal people, visible minorities, and women; reports; plans; statistics; studies and surveys; and Employment Equity plan.
Program Record Number: VAC MVA 420

Entitlement and Assessment Boards
Description: Correspondence relating to hearings of entitlement and assessment boards formerly authorized under the Pension Act.
Topics: Entitlement and Assessment Boards – general and transcript of evidence and zones.
Program Record Number: VAC MVA 235

Foreign Pensions, Gallantry Gratuities and Annuities
Description: Correspondence relating to foreign pension legislation and pensions payable to pensioners residing in other countries, including Great Britain. Also included is correspondence relating to the payment of gratuities and annuities which accompany certain gallantry awards granted to members of the armed forces of Canada during World War II and of the special force or other forces organized by Canada (UN, NATO).
Topics: Australia; France; Italy; Japan; Germany; New Zealand; Poland; Russia; Union of South Africa; United States of America; India; Holland; Hungary; Mexico; Yugoslavia and United Nations. For Great Britain, other topics include British Income Tax; London District Office; Civilian Technical Corps; United Kingdom National Health Insurance and British Ministry of Pensions. Topics concerning gallantry gratuities and annuities include policy; Royal Warrants and King's Regulations and Orders; special force; statement and summary of cases; Victoria Cross recipients; George Cross annuities; and general.
Program Record Number: VAC MVA 240

Government On-line
Description: Records relating to creation, maintenance, and other functions associated to providing services for clients via the internet.
Topics: Government On-line (GOL) – general; business to business; business to client; communications; funding; infrastructure; legal issues; planning; reporting; security issues; and Treasury Board material.
Program Record Number: VAC MVA 625

Health Care Facilities and Services
Description: Subject information on the administration and operation of departmental hospitals and homes; hospital services in both departmental and contract hospitals; transfer of

hospitals to provincial or community jurisdiction; and medical staff.
Topics: Health care facilities and services – general; fact book; accreditation; standards; federal-provincial negotiations; institutional bed requirements; long-term care strategy and costs; accommodations; medical residencies; master agreement; operating agreements; memoranda of understanding; agreements with colleges and universities; environmental assessments; per diem rates; land use; transfer of hospitals; care and service; inquiries and complaints; capital contributions; transfer agreements; and redevelopment (files by name of institution).
Program Record Number: VAC MVA 025

Home Construction Assistance
Description: Records relating to loans under the National Housing Act to an eligible Veteran in respect of the construction by him of a single-family home on suitable land and to furnish said Veteran with financial, technical and other assistance.
Topics: Construction assistance – general; construction financing; inspections; construction directives; construction courses; construction contracts; building standards; housing for handicapped and aging Veterans; sales taxes; deferred construction; lagging contracts; construction reports; recovery from contractors; hydro; interest rates; liaison with Canada Mortgage and Housing Corporation; service eligibility; and plans.
Program Record Number: VAC MVA 085

Honours and Awards
Description: Information on the issue and replacement of First and Second World War and Korea campaign stars, medals, clasps, service buttons and Silver Memorial Crosses.
Topics: General; policy; campaign stars and medals; non-Canadian awards and certificates; Queen's Scarf of Honour; correspondence regarding books on war medals and decorations of Canada; Victoria Cross – general; news clippings; statistics and statements; Korea Service Badge; Canadian Volunteer Service Medal; Hong Kong Bar; Dieppe Bar; Corps of Canadian Firefighters; Fenian Raids and Northwest Rebellion; Memorial Bar; Memorial Cross – general; Mercer Case; Naval Memorial Crosses; South Africa Medal; United Nations and Far East Medal; and war service badges.
Program Record Number: VAC MVA 005

Individuals Deceased More than 20 Years
Description: Records and correspondence on Veterans and their dependants, deceased more than 20 years, who contacted and/or received benefits from the Portfolio during their lifetimes.
Topics: Applications for benefits; medical, financial and domestic information; military service information; decisions on applications and appeals; and general correspondence.
Program Record Number: VAC MVA 480

Information Services
Description: Records relating to the general administration of public affairs and relations (information services); media relations; news and press releases; films; advertising; photographs and photography; publications; speeches; inquiries; etc.
Topics: Information services – general; addresses, mailing and distribution lists; advertising and publicity; inquiries; news releases, newsletters and bulletins; photography; press clippings; publications; and speeches.
Program Record Number: VAC MVA 635

Insurance
Description: Records relating to insurance – group, life, fire, liability, and general policies to protect the Veteran's and/or public equity in the property.
Topics: Insurance – general; mortgage clause; liaison with insurance companies; group life insurance plan; fire insurance fund; summary of application; fire loss recovery procedure; disposition of insurance recoveries; payment of taxes from insurance recoveries; recovery from tempest damage; liability insurance; and chattel insurance.
Program Record Number: VAC MVA 125

Legal Matters – General and Prosecution
Description: Correspondence relating to legal matters, opinions and prosecutions at the Federal Court level.
Topics: General legal matters including Council to the former Canadian Pension Commission; Courts of Inquiry; litigation reports; legality of marriage and divorce; and the following prosecutions at the Federal Court level: G. H. Harris, W. H. Irvine, W. H. Woods, A. Poland, R. A. White and R. W. King.
Program Record Number: VAC MVA 245

Loans/Grants
Description: Records relating to policies on lending operations and the administration of loans and grants to Veterans, and provincial and private housing loan programs.

Topics: Lending policy; loan termination; deadline for additional loans; interest rates; maximum loans; supplementary loans; repayment terms and procedures; conditional grants; preparation of agreements; crop share agreements; loans for full-time farming, fishing, and fur farming; co-operative farming; displaced persons land settlement; small family farm and off-farm enterprises such as tourist trade; provincial and private housing loan programs (by province or name of lender); and mortgages in escrow.
Program Record Number: VAC MVA 060

Medical Advice
Description: Correspondence relating to advice regarding all medical matters of policy, precedent and usage relative to pensions.
Topics: General medical advice including autopsy (exhumation); amputation; cancer; diagnosis; Mustard Gas cases; all cardiovascular conditions; influenza virus vaccine; deafness (hearing loss); phenoxy herbicides (Agent Orange); medical examinations; neurological conditions (includes ALS); peptic ulcer (including all gastrointestinal conditions); tuberculosis; dental claims; alcoholism; arthritis; foot conditions; asbestos-related problems; thoracoplasty; amyotrophic lateral sclerosis (ALS); arteriosclerosis; Veterans of atomic warfare – medical assessments regarding radiation; medical categories (classifications); aggravation; X-rays; coronary thrombosis; and mentally ill – third party administration.
Program Record Number: VAC MVA 250

Mines, Minerals and Surface Rights
Description: Records relating to mines, minerals and surface rights on lands on which Veterans are settled and to which the Director holds title, or lands on which Veterans had previously been settled.
Topics: Mines and minerals – general (by province); acquisition of title to mines and minerals by the Director; surface and subsurface rights; provincial legislation; titles with half minerals; lease disputes; native claims; sale of timber; and sale of gravel.
Program Record Number: VAC MVA 110

Newfoundland Pensions
Description: Correspondence relating to pensions for death or disabilities attributable to service by Newfoundlanders prior to and after the union with Canada.
Topics: Pensioners World War I (nominal roll); pensioners World War II (nominal roll); Newfoundland Regiment, forms and Special

Appropriation Vote 538; organization; and administration.
Program Record Number: VAC MVA 255

New Veterans Charter Disability Award, Death Benefit and Detention Benefit
Description: Information of a general nature relating to financial compensation for the economic and non-economic impacts of disability arising out of service; information relating to Disability Awards providing a lump-sum payment as compensation for non-economic effects of service related disability, such as pain and suffering; functional loss and the loss of enjoyment of life; information relating to non-VAC disability programs offered by other federal government programs, provincial government programs or insurance plans, such as Canadian Pension Plan; Worker's Compensation; Public Service Disability Insurance; etc.
Topics: Disability Award Program – Income Support Programs; General; Death Benefits; Disability General; Disability Non-VAC Programs Income Support Programs.
Program Record Number: VAC MVA 500

New Veterans Charter Financial Benefits Program
Description: Information relating to the provision of financial compensation for the economic impact of a service-related or career-ending condition; information relating to the provision of long-term earning loss support to Veterans who are permanently incapacitated and unable to work because of a service-related or career-ending disability; information relating to the provision of a lump-sum retirement benefit to those who are permanently incapacitated and unable to work and contribute to a retirement pension as a result of a service-related or career-ending disability; information relating to the provision of earning loss benefits to surviving spouses, common-law partners or dependent children when the CF member suffers a service-related death.
Topics: Economic Loss Program – Economic Loss Support; General; Long Term; Retirement Benefit; Surviving Spouse/partner/dependent Children.
Program Record Number: VAC MVA 510

New Veterans Charter Health Benefits Program
Description: Information relating to the provision of health coverage, after release, to Veterans and their families, when the member's career has been cut short for medical reasons or if the Veteran faces service-related rehabilitation barriers to integration into civilian society.

Topics: Health Benefits – General; Health Coverage.
Program Record Number: VAC MVA 520

New Veterans Charter Job Placement Program
Description: Information relating to the provision of assistance with job-search training and job-finding to provide a Veteran with the best chance of successful reintegration into the civilian workforce.
Topics: Job Placement Program – Job Placement Assistance; General.
Program Record Number: VAC MVA 530

New Veterans Charter Modernization of Services and Programs
Description: Information, briefings and correspondence, directives, operational policies and procedures, coordination, project information, methodologies, reports, analyses, systems, project descriptions, statistics and evaluations relating to program design and the benefits and compensation provided under the Canadian Forces Members and Veterans Re-establishment and Compensation Act to members of Canada's military forces during peacetime service, service in a Special Duty Area, service in a Special Duty Operation or reserve force service.
Topics: Modernization of Services and Programs – General; Department of National Defence (DND)/Canadian Forces (CF) Programs; Acts and Regulations, case management, committees, conferences, meetings, symposia, consultations, reports, statistics and statements, research, studies, surveys and Veterans Affairs Canada (VAC)/CF Project.
Program Record Number: VAC MVA 540

New Veterans Charter Rehabilitation Program
Description: Information of a general nature relating to the provision of rehabilitation services and vocational assistance to support the independence and wellness, to ensure that disabled Veterans participate to the best of their ability at home, at work and in their community after suffering a service-related illness or injury; information relating to the provision of medical rehabilitation services and vocational assistance to disabled Veterans due to a service-related illness or injury; information relating to the provision of psychological rehabilitation services and vocational assistance to disabled Veterans due to a service-related illness or injury; information relating to the transfer of rehabilitation services and vocational assistance to a Veteran's spouse or common-law partner in the event that the member or

former member is determined to be totally and permanently incapacitated by a service-related illness or injury.

Topics: Rehabilitation Program – Rehabilitation Services and Vocational Assistance; General; Medical; Psychological and Spouses/Common-law Partners.

Program Record Number: VAC MVA 550

Part-time Farming (Small Holding)

Description: Records relating to the purchase and/or construction of homes for Veterans on part-time farms (small holdings) where the major source of income comes from a non-farming enterprise.

Topics: Qualification; minimum-size requirements; mobile houses and condominium units; subdivision projects (arranged by province); landscaping; summary or vacant land units; sewage and water systems; unsold properties; urban areas; change from part-time farm (small holdings) status to full-time farms or vice versa; monthly statements; municipal grants; tax concessions; drainage; and irrigation.

Program Record Number: VAC MVA 090

Programs and Services – General

Description: Information on operational subjects relating to the social welfare of Veterans, their dependants and other specified persons.

Topics: Programs and services – general; cost containment; continuum of service; aging Veterans – general; Aging Veterans Program (existing); Aging Veterans Program (extension) – general, project, program delivery; Veterans Independence Program Review Project; benefit administration; chaplaincy services; client services; community health services – general; provincial; community housing; counsellors and counselling services; geriatrics and gerontology; inquiries; nursing services; oaths and affidavits; reports and statistics – general; management information systems; social assistance programs; Veterans Independence Program – general; contracts; Canada Service Veterans; and improvements project.

Program Record Number: VAC MVA 020

Property Management Directorate – General

Description: Records of a general nature relating to the operation of Property Management Directorate and the Soldier Settlement Board.

Topics: Property Management Directorate – general; history of Veterans' land legislation; natural disasters; terms of agreement; absentee Veterans; Committee on Demobilization and Rehabilitation; projects related to the Home Repair

Program and other special projects; Veterans' spouses' rights to property of deceased Veterans and devolution of estates; and liens and other encumbrances while title to property is held by the Director.

Program Record Number: VAC MVA 050

Reference, Research and Precedents

Description: Records relating to pension and allowance eligibility based on various medical conditions and/or military service.

Topics: Copies of precedents (by year); records on appeals to the Veterans Review and Appeal Board; operational memoranda and directives; and statistics on productivity.

Program Record Number: VAC MVA 300

Rescission and Resale

Description: Records relating to rescissions, voluntary or involuntary, on contract agreements administered by the Director, Veterans' Land Administration, and sale of reverted properties.

Topics: Rescission of contract agreements – general; policy and procedures; quit claim deed; disposition of surplus; tax adjustments; reinstatement of account; unsold reverted properties; provincial advisory boards; evictions; repossession and sale of chattels; and submissions to council.

Program Record Number: VAC MVA 120

Royal Canadian Mounted Police Pensions

Description: Correspondence relating to pensions for death or disabilities under the RCMP Pension Continuation Act or the RCMP Superannuation Act.

Topics: General information and special constables.

Program Record Number: VAC MVA 265

Special Housing Assistance for Veterans

Description: Correspondence relating to joint Veterans Affairs and Canada Mortgage and Housing Corporation programs (ended March 1980) which were extended to assist Veterans on low or modest incomes to acquire housing accommodation.

Topics: Eligibility; request for information; low-rental housing – general; low-rental housing projects (arranged by name of project); co-operation and liaison with Canada Mortgage and Housing Corporation; statistical summaries; extension of benefits; and applications for assistance (arranged numerically).

Program Record Number: VAC MVA 080

Special Operators War Service Benefits

Description: Correspondence relating to benefits provided to certain persons who were recruited in

Canada by United Kingdom authorities for special duties in war areas.
Topics: General information and policy.
Program Record Number: VAC MVA 270

Special Programs
Description: Information on a wide range of special benefits designed to assist Veterans, their dependants and other specified persons.
Topics: Special programs – general; arts and crafts/Red Cross; Benevolent Fund – general; Royal Canadian Air Force; Royal Canadian Army; Royal Canadian Navy; bequests – general; Blinded Veterans Assistance Program; Commonwealth War Graves Commission – general; Canadian Battlefield Memorials; Disablement Fund; educational assistance – general; eligibility for educational institutions (reports, statistics and statements); estates; European operations; funerals, burials and grave markers; Hearing Assistance for Veterans Program; Last Post Fund; memorials, cemeteries and graves – general; foreign countries; departmental cemeteries and plots; provincially owned cemeteries; Paraplegic Assistance Program; pensioners training; post-discharge benefits; Royal Canadian Legion – grants; trust funds – general, Head Office, Newfoundland (sub-region), Atlantic, Quebec, Ontario, Prairie and Pacific Regions; Trust Management; and Vetcraft.
Program Record Number: VAC MVA 035

Table of Disabilities
Description: Correspondence relating to the Table of Disabilities, its amendments, preparation and distribution.
Topics: Policies and administration; tables by type of disability; and medical guidelines.
Program Record Number: VAC MVA 251

Taxes
Description: Records relating to taxes as they affect Veterans settled under provisions of the Veterans' Land Act and advising Veterans of tax implications.
Topics: Taxes – general; taxes on Crown-owned property; grants in lieu of taxes; payment of taxes; sales tax rebate instructions; gift tax; surface and mineral leases and taxable income; capital gains tax; tax sale procedures; tax limitation agreements; mortgage interest tax credit plans; provincial tax rebates; land transfer tax; land speculation tax; and real property tax deferment.
Program Record Number: VAC MVA 100

Treatment Entitlement
Description: Correspondence relating to treatment entitlement; pension payments during hospitalization; doctor of choice program; and injury or death resulting from treatment.
Topics: General; joint control of treatment services and pensions; medical activities; doctor of choice program; and injury or death resulting from treatment.
Program Record Number: VAC MVA 275

Treatment and Treatment Services
Description: Information on the administration of Veterans' benefits related to medical, surgical and dental treatment, including the supply and maintenance of prosthetic and other appliances to eligible Veterans and other qualified individuals.
Topics: Treatment and treatment services – general; foreign countries; other authorized personnel; Acts and Regulations; Veterans Treatment Regulations; Veterans Health Care Regulations – general; Veterans Independence Program; allowances; dental services – general; dental care plans; hospitalization – general; care; insurance – general; provincial hospital and medicare plans; medical services; pharmacy services – general; agreements; special equipment – general; eyeglasses and other optical aids; home modifications; prosthetics and orthotics; reports and statistics.
Program Record Number: VAC MVA 040

Trust Funds
Description: Correspondence relating to trust funds consisting of private monies which have been donated by sympathetic individuals who wish to assist Veterans and their families.
Topics: General; statistics; donations; War Veterans Distress Fund; William Scott fund; Regimental fund – 230th Battalion; War Special Assistance Fund; Florence Martineau Fund; Sidney E. Lambert Fund; W. A. Black Benefit Fund; Soldiers' Aid Commission; Canadian Patriotic Fund and the Mennonite Fund; canteen funds, Last Post Fund; RCAF Benevolent Fund; and Army Benevolent Fund.
Program Record Number: VAC MVA 280

Veterans Affairs – General
Description: Information on a wide variety of subjects relating to the operational responsibilities of the Veterans Affairs Department.
Topics: Veterans Affairs – general; Benefits Redesign Project; Pension Reform Project; Canadian Forces Project; evaluation studies; Veterans legislation – general; bills; consolidation

project; legislative proposals; Merchant Navy Veterans; Pension Act; policy issues; subordinate legislation – general; regulatory projects; Veterans Health Care; War Veterans Allowance Act.
Program Record Number: VAC MVA 130

Veterans Insurance
Description: Information on the administration of life insurance purchased by Veterans and other eligible individuals.
Topics: Returned Soldiers Insurance and Veterans Insurance – general; reports; statistics; studies and surveys; acts; regulations and rulings.
Program Record Number: VAC MVA 030

War Veterans Allowance and Civilian War-related Benefits
Description: Information on the administration of War Veterans Allowance and Civilian War-related Benefits to eligible Veterans and other qualified individuals, including eligibility requirements; rates of allowance; payments and overpayments; authorities; adjudication and decisions.
Topics: War Veterans Allowance and Civilian War-related Benefits – general; acts and regulations; adjudication decisions – general; regular board decisions; Assistance Fund; cheques; eligibility – general; age; residence; medical; service requirements; foreign countries allowances; harmonization with Health Canada and with Canada Revenue Agency, Taxation; other income – general; casual earnings and interest; social assistance – general; Old Age Security; provincial programs; payment of allowances – general; excesses; overpayment of allowances – general; remissions; reports, statistics and statements.
Program Record Number: VAC MVA 045

Veterans Review and Appeal Board Disability Pension Appeals
Description: Records relating to the adjudication of reviews of decisions rendered by the Minister and of appeals of decisions rendered by the Veterans Review and Appeal Board under the Pension Act and other related statutes.
Topics: Procedures – general; reviews of decisions of the Minister and appeals of decisions of the Veterans Review and Appeal Board; reviewers'/editors' procedures; precedent decisions; interpretations; legal opinions; rules of procedure and medical opinions.
Program Record Number: VAC VRAB 202

Veterans Review and Appeal Board – General
Description: Information relating to the former Veterans Appeal Board and Canadian Pension Commission and the new Veterans Review and Appeal Board, including historical background, operational functions and responsibilities of the Board.
Topics: Veterans Review and Appeal Board – general; liaison – Veterans' organizations, other federal departments and other levels of government; meetings; audits; appointments; statistics; finance; policy development; correspondence; and plans.
Program Record Number: VAC VRAB 201

War Veterans Allowance and Civilian War-related Benefits Appeals
Description: Records relating to the adjudication of appeals of decisions rendered by the Department of Veterans Affairs under the War Veterans Allowance Act and the Civilian War-related Benefits Act, and other related statutes.
Topics: Allowances – general; spousal separation; overpayments; eligibility – general; Allied Forces; military service; theatre of war; income – general; casual earnings; interest; social assistance; procedures – general; regional offices of the Department of Veterans Affairs; precedent decisions; interpretations; legal opinions; and rules of procedure.
Program Record Number: VAC VRAB 203

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administrative and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Business Continuity Plans

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks

Veterans Affairs Canada
Assistance Fund
Description: This bank contains information on the provision of single cash grants to persons who meet the eligibility criteria and who require a grant to meet an extreme emergency situation.
Class of Individuals: This information relates only to those persons who are recipients in accordance with the War Veterans Allowance Act.
Purpose: The purpose of this bank is to provide information concerning the payment of single cash grants and is authorized under the Department of Veterans Affairs Act, Assistance Fund Regulations and War Veterans Allowance Act.
Consistent Uses: None.
Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.
RDA Number: 91/006
Related PR#: VAC MVA 045
TBS Registration: 003476
Bank Number: VAC PPU 045

Client Database
Description: This is a computerized data bank containing information relating to Veterans, their spouses and dependants, and other clients who were or are now in receipt of benefits. The Bank also contains information relating to Veterans, their spouses and dependants who applied for benefits and were denied. Data may include names, addresses, social insurance numbers, service numbers, benefits received and additional information required to provide service to the client. Information in this bank is also shared with the Royal Canadian Legion, with a client's consent, to assist in the preparation of applications for services and benefits from Veterans Affairs. The information is also shared with the Last Post Fund to assist in determining eligibility to benefits under the Veterans Burial Regulations, 1995.
Class of Individuals: The information relates to Veterans, their spouses and dependants who were or are now in receipt of benefits payable under the War Veterans Allowance Act, the Civilian War-Related Benefits Act, the Pension Act, the Flying Accidents Compensation Regulations, the Gallantry Gratuities and Annuities Order and the Halifax Relief Commission Pension Continuation Act.
Purpose: The databases are maintained to assist Veterans Affairs in responding effectively to client needs.
Consistent Uses: Information in this bank is shared with Public Works and Government Services Canada for cheque issuance purposes; with Social Development Canada to determine the Veteran's Old Age Security benefits; and with Canada Revenue Agency (Taxation) to verify the Veteran's income. Information in this bank is also shared with the Health Claims Administrator, who processes Veteran's medical claims on behalf of the Department of Veterans Affairs.
Retention and Disposal Standards: The databases are continually maintained and an annual snapshot of the databases is released to Library and Archives Canada at the end of November each year.
RDA Number: 91/006
Related PR#: VAC MVA 035; VAC MVA 045
TBS Registration: 005248
Bank Number: VAC PPU 085

Contractual Obligations
Description: Data in this bank include correspondence, internal memoranda and reports, as well as absentee and rescission documentation.
Class of Individuals: The information relates to Veterans established under the Veterans' Land Act.
Purpose: The purpose of this bank is to monitor, under the Veterans' Land Act and Regulations,

payments, taxes, insurance, property maintenance and the residence or operation, as per the contractual agreement made between the Veteran and the Director.

Consistent Uses: Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit.

Retention and Disposal Standards: Records are transferred to Library and Archives Canada sixty years from the date of final loan payment.
RDA Number: 93/013
Related PR#: VAC MVA 060; VAC MVA 065; VAC MVA 070
TBS Registration: 003464
Bank Number: VAC PPU 070

Counselling, Rehabilitation, Sheltered Employment, Burial and Trust Fund Benefits, Estates Information

Description: This bank contains information on counselling, rehabilitation, sheltered opportunities, burial benefits, trust fund and Benevolent Fund assistance, and estate information.

Class of Individuals: Certain former and still serving members of the armed forces, and others, who served in World Wars I, II, the United Nations peacekeeping operations in Korea and in peacetime.

Purpose: The purpose of this bank is to provide, under the Department of Veterans Affairs Act, the Pension Act, the Veterans Review and Appeal Board Act, the Civilian War-related Benefits Act, the Veterans Burial Regulations, 1995, Veterans Treatment Regulations, the Guardianship of Veterans Property Regulations, the Veterans Estates Regulations, the Army Benevolent Fund Act, Last Post Fund Regulations, 1995, the Veterans' Rehabilitation Act (repealed 1990), and Veterans Rehabilitation Regulations (repealed), details concerning the counselling, rehabilitation, sheltered employment opportunities, burial benefits, trust fund and Benevolent Fund assistance, and estate information.

Consistent Uses: Information in this bank is occasionally provided to the Public Trustee Estate Administrator and/or third party administrators for administration of estates or to funeral directors for payment purposes. Details of departmental benefit status, service particulars and date of birth may be given to Last Post Fund representatives in order that funeral and burial assistance may be provided.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the Veteran or the last eligible dependant, whichever is applicable, and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.
RDA Number: 91/006
Related PR#: VAC MVA 020; VAC MVA 035
TBS Registration: 003469
Bank Number: VAC PPU 005

Devolution of Estates

Description: Data in this bank include legal and other correspondence, inter-office memoranda and reports, as well as Surrogate or Probate Court documents.

Class of Individuals: Information relates to the estates of deceased Veterans who were established under the Soldier Settlement Act and the Veterans' Land Act.

Purpose: The purpose of this bank is to identify, under the Veterans' Land Act and Regulations, those individuals entitled to inherit the agreement of sale of the deceased Veteran.

Consistent Uses: Information in this bank may be given to the Public Trustee or Estate Administrator for the purposes of estate administration.

Retention and Disposal Standards: Records are transferred to Library and Archives Canada sixty years from the date of final loan payment.
RDA Number: 93/013
Related PR#: VAC MVA 060; VAC MVA 065; VAC MVA 070
TBS Registration: 003465
Bank Number: VAC PPU 075

Educational Assistance

Description: The information in this bank concerns educational assistance available to eligible Veterans and their dependants.

Class of Individuals: This assistance was available to persons who served in the armed forces and their dependants.

Purpose: The purpose of this bank is to provide, under the Veterans Rehabilitation Act (Repealed 1990), Children of Deceased Veterans Education Assistance Act and the Pensioners Training Regulations, and details relating to educational assistance.

Consistent Uses: Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit.

Retention and Disposal Standards: These records are retained for six fiscal years after the student reaches the age of 30; if benefits extend beyond the age of 30, the files are retained six fiscal years after the last administrative action. After the retention period has expired the records are destroyed in accordance with the approved disposition authority.
RDA Number: 83/031
Related PR#: VAC MVA 035
TBS Registration: 003470
Bank Number: VAC PPU 010

Eligibility, Property Purchase and Sale, and Construction
Description: Data in this bank include Veterans' applications, inter-office memoranda, owners' offers to sell, legal documentation and correspondence regarding acquisition of title, Veterans' agreements of sale, construction contracts and related documentation, and acquisition of stock and equipment.
Class of Individuals: The information relates to Veterans established under the Soldier Settlement Act and the Veterans' Land Act.
Purpose: The purpose of this bank is to provide, under the Soldier Settlement Act and the Veterans' Land Act and Regulations, details concerning the eligibility of a Veteran for financial assistance, the appraisal and acquisition of property and the improvement thereon of existing buildings and/or construction of new buildings, the agreements of sale covering resale of such properties and the acquisition of stock and equipment to the Veteran purchaser.
Consistent Uses: Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit.
Retention and Disposal Standards: Records are transferred to Library and Archives Canada sixty years from the date of final loan payment.
RDA Number: 93/013
Related PR#: VAC MVA 060; VAC MVA 065; VAC MVA 070
TBS Registration: 003462
Bank Number: VAC PPU 060

Health Care Programs (Non-pension Related)
Description: This bank contains information on health care benefits and treatments provided to Veterans and other qualified individuals for illness or non-pensioned disability.

Class of Individuals: This information relates to persons who served in the armed forces or in the Merchant Navy during World Wars I, II and/or the U.N. operations in Korea, members of certain civilian organizations during World War II, former and still serving members of the Canadian Forces and RCMP, and other persons who have received departmentally sponsored treatment and health care benefits.
Purpose: The purpose of this bank is to provide, under the Department of Veterans Affairs Act and Veterans Health Care Regulations, information on health care benefits and services and care provided to war Veterans and other qualified persons for illness or disability not related to any pensioned disability.
Consistent Uses: Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial/health benefit; to qualified health professionals, or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual. Information may also be shared with the health claims administrator, who processes Veterans' medical claims on behalf of the Department of Veterans Affairs.
Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.
RDA Number: 91/006
Related PR#: VAC MVA 040
TBS Registration: 003473
Bank Number: VAC PPU 020

Honours and Awards
Description: This bank contains ships ledgers, World War I and World War II badge ledgers and nominal rolls for Newfoundland Veterans.
Class of Individuals: Persons who served in the armed forces during the World Wars I and II and Newfoundland Veterans who served in the Royal Navy, Royal Air Force or the Merchant Marine during World War II or the Korean War.
Purpose: The purpose of the bank is to identify those individuals who have applied for and/or received medals or copies of medals.
Consistent Uses: None.
Retention and Disposal Standards: For Veterans or others who have made a claim for medals, all information including correspondence is

retained for a period of six months, at which time the records are forwarded to Library and Archives Canada for inclusion in the Veteran's service record.
RDA Number: To be determined.
Related PR#: VAC MVA 005
TBS Registration: 002280
Bank Number: VAC PPU 110

Immediate Post-discharge Benefits
Description: This bank contains information about post-discharge benefits paid to qualifying persons.
Class of Individuals: These benefits were available to persons who served in the armed forces and paramilitary bodies in World War II and/or the Korean War. Also Newfoundland Veterans eligible for re-establishment credits.
Purpose: The purpose of this bank is to provide, under the War Service Grants Act and the Veterans Benefit Act and respective Regulations, information on war service gratuities, re-establishment credits and other immediate post-discharge benefits.
Consistent Uses: Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit.
Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the Veteran and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.
RDA Number: 91/006
Related PR#: VAC MVA 035
TBS Registration: 003471
Bank Number: VAC PPU 015

Institutional Care
Description: This bank contains information on health care benefits provided to Veterans and other qualified individuals who are or have been patients in departmental hospitals or contract beds in provincial and private facilities. Some of this information may have been copied to Head Office and regional office files. This bank, however, represents a complete account of treatment received which is organized by and must be accessed by the institution.
Class of Individuals: This information relates to persons who served in the armed forces or in the Merchant Navy during World Wars I, II and/or the U.N. operations in Korea, members of certain civilian organizations during World War II and other persons (such as federal prisoners and RCMP officers) who have received treatment in a present

or former departmental facility or contact bed.
Purpose: The purpose of this bank is to provide, under the Department of Veterans Affairs Act, and Veterans Health Care Regulations, information on health care benefits provided to war Veterans and other qualified persons who receive institutional care.
Consistent Uses: Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefits; to qualified medical practitioners, health professionals or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual. As well, information provided may be shared with the health claims administrator, who processes Veterans' medical claims on behalf of the Department of Veterans Affairs.
Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.
RDA Number: 91/006
Related PR#: VAC MVA 040
TBS Registration: 003472
Bank Number: VAC PPU 016

Legal Services for Pension Applicants and Allowance Appellants
Description: The bank contains correspondence, notices, documentary evidence, submissions, forms relating to the initiation of claims, the searching of records, the identification of evidence, the counselling of applicants and the preparation and presentation of assessment and entitlement claims before review and appeal panels of the Veterans Review and Appeal Board. Some items of information in this bank are subject to solicitor-client privilege. The material is used for the preparation and presentation of claims.
Class of Individuals: The class of individuals to whom the personal information bank relates is: Veterans of World War I, World War II, the Korean War, members of the Royal Canadian Mounted Police, members of the Canadian Armed Forces and their widows and dependants.
Purpose: The purpose of this bank is to provide information used by the Bureau of Pensions Advocates in providing free legal service to persons seeking to establish claims under the Pension Act, the Civilian War-related Benefits Act,

War Veterans Allowance Act, Flying Accidents Compensation Regulations, Gallantry Gratuities and Annuities Order, the Royal Canadian Mounted Police Superannuation Act and the Royal Canadian Mounted Police Pension Continuation Act.

Consistent Uses: Information in this bank is provided to qualified medical practitioners in order to obtain medical opinions in support of claims. The information is also used occasionally to support other claims of a similar nature.

Retention and Disposal Standards: Records are retained for a period of five years after the date of service to the client provided there has been no activity on the file for at least two years and then may be destroyed in accordance with the approved disposition authority.

RDA Number: 95/012
Related PR#: VAC MVA 295; VAC MVA 300
TBS Registration: 003482
Bank Number: VAC PPU 090

Payment of Short-term Allowances
Description: This bank contains information about short-term allowances that were payable to eligible Veterans.

Class of Individuals: Certain former members of the Armed Forces, and others, who served in World Wars I, II, and the Korean War.

Purpose: The purpose of this bank is to provide, under the Department of Veterans Affairs Act, information concerning the payment of short-term allowances for service in World War II and/or the Korean War, during periods of unemployment, temporary incapacity and while awaiting returns from business.

Consistent Uses: Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant, or when the Veteran reaches the age of 90 as long as two years have elapsed since the last administrative action, and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

RDA Number: 91/006
Related PR#: VAC MVA 035
TBS Registration: 003460
Bank Number: VAC PPU 025

Pensions and Compensation
Description: The data in this bank may be held in written or recorded form and include addresses, personal characteristics, regimental numbers, pension numbers, summaries of service, medical records, information on dependants, applications for benefits, records of hearings, decisions at all levels of adjudication, benefits awarded, pension payment inquiries and related correspondence of the individuals concerned.

Class of Individuals: Former and still serving members of any of the Canadian Forces (or, in some cases, Allied Forces), the Royal Canadian Mounted Police, certain civilians and their dependants. Also, for Newfoundland Veterans who, prior to 1949, received a pension from the British Government; this information is maintained in entitlement ledgers, medical registers and nominal rolls.

Purpose: The purpose of the bank is to retain the documents required for making decisions and maintaining accounts on pensions, compensation and grants for applicants under the Pension Act, Flying Accidents Compensation Regulations, Civilian War-related Benefits Act, Gallantry Awards Order, the Royal Canadian Mounted Police Superannuation Act, the Royal Canadian Mounted Police Pension Continuation Act, the Special Operators War Service Benefits Act, the Supervisors War Service Benefits Act, the Penitentiary Inmates Accident Compensation Regulations, the Special Indemnities Plan for Dependants of Canadian Forces Attachés, the Defence Services Pension Continuation Act, the Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act.

Consistent Uses: Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information to determine the entitlement of the individual to any social/financial benefits. The bank's information is also provided to qualified medical practitioners, health professionals or social agencies (established or accredited by federal or provincial law) in order that they may adequately provide a health or social service needed by the individual. Information may also be shared with authorized parties to assist the Department in the collection of overpayments. Where a pension recipient is residing in a foreign country, the information in this bank may also be given to the administration of foreign governments for the purpose of administering pensions. In addition, it is used

occasionally to support other claims of a similar nature.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

RDA Number: 91/006

Related PR#: VAC MVA 045; VAC MVA 230; VAC MVA 240

TBS Registration: 003478

Bank Number: VAC PPU 055

Pensions Under the Halifax Relief Commission Pension Continuation Act

Description: This bank contains personal, medical and social characteristics of those individuals whose injuries were registered with the Halifax Relief Commission following the explosion of December 6, 1917.

Class of Individuals: Individuals injured in the Halifax explosion.

Purpose: The purpose is to maintain a record of persons injured in the Halifax explosion in order to administer pension payments and consider claims for pensions under the Halifax Relief Commission Pension Continuation Act.

Consistent Uses: Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information to determine the entitlement of the individual to any social or financial benefits. The bank's information is also provided to qualified medical practitioners, health professionals or social agencies (established or accredited by federal or provincial law) in order that they may adequately provide a health or social service needed by the individual. Information may also be shared with authorized parties to assist the Department in the collection of overpayments. Where a pension recipient is residing in a foreign country, the information in this bank may also be given to the administration of foreign governments for the purpose of administering pensions. In addition, it is used occasionally to support other claims of a similar nature.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the recipient and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

RDA Number: 91/006

Related PR#: VAC MVA 220

TBS Registration: 003477

Bank Number: VAC PPU 050

Personal Information Disclosed to Federal Investigative Bodies

Description: This bank has been established to retain copies of requests for personal information received from authorized federal investigative bodies pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation.

Class of Individuals: Individuals about whom requests for personal information have been received from federal investigative bodies.

Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province, or for carrying out a lawful investigation.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for a period of two years after the last administrative action and then may be destroyed in accordance with the approved disposition authority.

RDA Number: 98/001

Related PR#: VAC PRN 930

TBS Registration: 002756

Bank Number: VAC PPU 101

Property Sales and Other Dispositions

Description: Data in this bank include legal documents, survey plans and descriptions, authority for dispositions such as Orders-in-Council or ministerial approval and, where applicable, tendering documentation as well as correspondence and inter-office memoranda.

Class of Individuals: The information relates to Veterans established under the Soldier Settlement Act and the Veterans' Land Act.

Purpose: The purpose of this bank is to provide information on sales, granting of easements, gas and oil leases, right of way, etc., Related Properties acquired by the Director under the Veterans' Land Act and Regulations.

Consistent Uses: Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit.

Retention and Disposal Standards: Records are transferred to Library and Archives Canada sixty years from the date of final loan payment.

RDA Number: 93/013

Related PR#: VAC MVA 060; VAC MVA 065; VAC MVA 070
TBS Registration: 003463
Bank Number: VAC PPU 065

Records of Sea Service for Canadian Merchant Seaman

Description: This bank contains individuals' names, dates and places of birth, record of vessels and periods of service for Merchant Seamen in the Canadian Merchant Navy and seamen killed or injured on certain vessels. The records maintained cover World War II, 1939 to 1947 and a limited number of ships which operated in the Korean War, 1950 to 1953.
Class of Individuals: Canadian Merchant Seamen.
Purpose: The purpose of this bank is to provide statements of sea service to support applications for service medals and Veterans' benefits to individual merchant seamen. The primary identifiers are name, date of birth and name of ship.
Consistent Uses: None
Retention and Disposal Standards: Presently under review.
RDA Number: To be determined
Related PR#: VAC MVA 130
TBS Registration: 003736
Bank Number: VAC PPU 120

Treatment of a Pensioned Condition

Description: This bank contains information on health care benefits and treatment for a pensioned disability.
Class of Individuals: This information relates to those persons who hold entitlement to a disability pension as a result of a decision of the Department of Veterans Affairs or the Veterans Review and Appeal Board (formerly the Canadian Pension Commission and or the Veterans Appeal Board).
Purpose: The purpose of this bank is to provide, under the Department of Veterans Affairs Act and Veterans Health Care Regulations, information concerning medical treatment and related benefits for a pensioned disability resulting from service in the armed forces, in specified civilian organizations and, in the case of a federal government employee, for a disability resulting from an accident during a non-scheduled air flight.
Consistent Uses: Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified health

professionals or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual. Some information may be given to the administration of foreign governments for the purpose of administering treatment for a pensioned condition, if the individual concerned resides in a foreign country. Information may also be shared with the health claims administrator, who processes medical claims on behalf of the Department of Veterans Affairs.
Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.
RDA Number: 91/006
Related PR#: VAC MVA 040
TBS Registration: 003474
Bank Number: VAC PPU 030

Veterans Independence Program

Description: This bank contains information about the services relating to healthy, independent living provided to individual Veterans and other eligible clients through the Veterans Independence Program.
Class of Individuals: This information relates to persons who served in the armed forces during World Wars I and II, the United Nations operations in Korea, former and still-serving members of the Canadian Forces, and Merchant Navy Veterans and others who are eligible for services and benefits under the Veterans Independence Program.
Purpose: The purpose of this bank is to provide, under the Department of Veterans Affairs Act and Veterans Health Care Regulations, information on benefits and services provided to Veterans and other eligible clients in order to assist them to remain healthy and independent in their own homes or communities.
Consistent Uses: Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified health professionals or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual and to provide for proper care planning of the individual. Information may also be shared with Blue Cross for the administration of health care benefits.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.
RDA Number: 91/006
Related PR#: VAC MVA 020; VAC MVA 040
TBS Registration: 003479
Bank Number: VAC PPU 056

Veterans Life Insurance

Description: This bank contains information required for the provision and administration of Veterans' life insurance programs.
Class of Individuals: Veterans, widows(ers) of Veterans, and qualified civilians.
Purpose: The purpose of this bank is to provide, under the Veterans Insurance Act, the Veterans Insurance Regulations, the Returned Soldiers' Insurance Act and the Returned Soldiers' Insurance Regulations, information required in identifying eligible Veterans, certain civilian personnel or widows of Veterans who contracted for life insurance under the provisions of the Acts listed above.
Consistent Uses: Information in this bank is shared with beneficiaries of policy holders and with the administrator/executor of the estate of a deceased policy holder or beneficiary for the purpose of administering his/her estate. It may also be shared with the Office of the Superintendent of Financial Institutions and with Canada Revenue Agency for taxation purposes.
Retention and Disposal Standards: Presently under review.
RDA Number: To be determined.
Related PR#: VAC MVA 030
TBS Registration: 003461
Bank Number: VAC PPU 035

War Veterans Allowance

Description: This bank contains written or recorded information concerning the payment of War Veterans Allowance.
Class of Individuals: This information relates to those qualified persons who served in, or were in close support of, the armed forces during World Wars I, II, and/or the Korean War.
Purpose: The purpose of this bank is to provide information about the payment of allowances to qualified persons under the War Veterans Allowance Act, the Veterans Allowance Regulations and the Civilian War-related Benefits Act. Authorization for the collection of Social Insurance Numbers comes under the War Veterans Allowance Act.

Consistent Uses: Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information to determine the entitlement of the individual to any social or financial benefits. Information may also be shared with authorized parties to assist the Department in the collection of War Veterans Allowance overpayments. Information is also data-matched with Social Development Canada and Canada Revenue Agency for income verification purposes.
Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.
RDA Number: 91/006
Related PR#: VAC MVA 040; VAC MVA 045
TBS Registration: 003475
Bank Number: VAC PPU 040

Veterans Review and Appeal Board
Individual Case Summaries

Description: Data in this bank include a person's name, service number, reason for application to the former War Veterans Allowance Board and a summary of the pertinent facts of the case, including options for the Board's consideration.
Class of Individuals: The personal information contained in this bank relates to individuals who were dissatisfied with the decisions of the departmental adjudicators made under the War Veterans Allowance Act and the Civilian War-related Benefits Act.
Purpose: The purpose of this bank is to retain all case summaries prepared by the staff of the Board to summarize the facts of each appeal for reference purposes. These summaries date from 1981 to September 1987, when the War Veterans Allowance Board amalgamated with the Pension Review Board to form the Veterans Appeal Board.
Consistent Uses: The information is shared with the Department of Veterans Affairs and Bureau of Pensions Advocates for purposes of administering the individual's eligibility for Veterans' benefits. The information is also used occasionally to support similar claims.
Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred Library and Archives Canada in accordance with the approved disposition authority.
RDA Number: 91/006

Related PR#: VAC VRAB 201; VAC VRAB 202; VAC VRAB 203
TBS Registration: 003466
Bank Number: VAC PPU 095

Veterans Review and Appeal Board Reviews and Appeals

Description: This bank was established to store material relating to reviews and appeals made to the Veterans Review and Appeal Board, appeals made to the former Veterans Appeal Board and reviews made to the former Canadian Pension Commission and the disposition thereof. It contains correspondence, notices, case summaries, documentary evidence, submission, medical information and decisions, all related to the consideration and disposition of reviews and appeals filed before the Veterans Review and Appeal Board, and of the former Canadian Pension Commission and Veterans Appeal Board.

Class of Individuals: The information relates to individuals who have served in any of the Canadian Forces (or, in some cases, Allied Forces), certain civilians defined in the Acts mentioned below and their dependants.

Purpose: The purpose of this bank is to provide the Veterans Review and Appeal Board with pertinent information to assist in the disposition of appeals against review decisions of the Veterans Review and Appeal Board, the former Canadian Pension Commission, the former Veterans Appeal Board, and the Department of Veterans Affairs, made under the Pension Act, the War Veterans Allowance Act, the Civilian War-related Benefits Act, Flying Accidents Compensation Regulations, Gallantry Gratuities and Annuities Order, the Royal Canadian Mounted Police Superannuation Act and the Royal Canadian Mounted Police Pension Continuation Act.

Consistent Uses: The information is shared with the Department of Veterans Affairs and Bureau of Pensions Advocates for purposes of administering the individual's eligibility for Veterans' benefits. The information is also used occasionally to support similar claims. The bank's information is also occasionally disclosed to qualified medical practitioners for the purpose of obtaining independent medical advice.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred to Library and Archives Canada in accordance with the appropriate disposition authority.

RDA Number: 91/006

Related PR#: VAC VRAB 201; VAC VRAB 202; VAC VRAB 203
TBS Registration: 003480
Bank Number: VAC PPU 080

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Business Continuity Plans

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrongdoing in the Workplace

Personnel Security Screening

Relocation

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information

In the course of conducting the programs and activities of the Department of Veterans Affairs and the associated agency, the Veterans Review and Appeal Board, categories of personal information may be accumulated which are not contained in specific information banks described in this entry.

Such information includes enquiries, complaint and general correspondence stored as part of the general subject files and not retrievable by any personal identifier. This form of personal information is normally retrievable by means of specific information such as subject and/or date of communication.

The retention periods associated with this information are consistent with those associated with the general subject files wherein they are stored.

Manuals

- Accounting Policy and Procedures Manual

- Administrative Information Manual

- Canada Remembers Program Policy Manual, Volumes 1 and 2

- Departmental Instructions
- Financial Policy & Procedures Manual
- Human Resources Policy Manual
- Lexicon
- Pension Policy Manual
- Personnel Communiqués
- Table of Disabilities
- Veterans Affairs Canada Security Manual
- Veterans Affairs Electronic Mail Policy
- Veterans Affairs Information Management Plan
- Veterans Affairs Information Technology Security Handbook
- Veterans Affairs Information Technology Standards
- Veterans Affairs Master Subject File Classification
- Veterans Affairs Technology Strategy/ Architecture
- Veterans Legislation – Volumes I-II
- Veterans Programs Policy Manual – Volume I-III
- Veterans Review and Appeal Board Interpretations
- Veterans Services Boundary Book
- Veterans Services Operations Manual – Volumes I-V, VII-IX
- War Veterans Allowance Board – Precedent Decision Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

General information enquiries that do not require access to records should be directed to the Veterans Affairs Canada toll-free general inquiries number:
1-866-522-2122

Veterans Affairs Canada Website:
www.vac-acc.gc.ca

Reading Room

An area within the Portfolio's library at Head Office in Charlottetown has been designated under the Access to Information Act as a public reading room. The address is:

Daniel J. MacDonald Building
161 Grafton Street
Charlottetown, Prince Edward Island

Arrangements can be made for viewing documents in any of our field offices as well.

Western Economic Diversification Canada

Chapter 168

General Information

Background

Western Economic Diversification Canada (WD) was established in 1987 to help lessen the West's (British Columbia, Alberta, Saskatchewan and Manitoba) economic dependence on natural resources.

Responsibilities

Under the Western Economic Diversification Act, 1988, the department is mandated to "promote the development and diversification of the economy of Western Canada and to advance the interests of Western Canada in national economic policy, program and project development and implementation."

WD's strategic investments will help to fulfill its vision of a stronger West, a stronger Canada.

Legislation

- Western Economic Diversification Act, S.C. 1988, c. 17

Organization

Since 1987, Western Economic Diversification Canada has worked with, and on behalf of, western Canadians to address a wide range of issues that affect the region's long-term prosperity and the ability of its communities to prosper socially, economically and environmentally.

The department organizes its programs and services to achieve the following strategic outcomes: policies and programs that support the development of Western Canada (Policy, Advocacy and Coordination); economically viable communities in Western Canada with a high quality of life (Community Economic Development); and a competitive and expanded business sector in Western Canada and a strengthened western Canadian innovation system (Entrepreneurship and Innovation).

The department's Headquarters is co-located in Edmonton with the Alberta Region office. There are also regional offices located in each of the other western provinces, in Winnipeg, Saskatoon and Vancouver, and a Liaison Office located in Ottawa.

Regional satellite offices also exist in Calgary, Regina and Victoria.

The department's Deputy Minister is located in Edmonton, with Assistant Deputy Ministers located in each of the regional offices and Ottawa.

Each of the western Assistant Deputy Ministers are responsible for the delivery of programs and services in their region which support the department's strategic outcomes, as well as corporate responsibilities.

WD's mandate is primarily delivered through grants and contributions (G&Cs) under a variety of programs. Key among these is the Western Diversification Program (WDP) whose terms and conditions have been used as the basis to renew the Western Economic Partnership Agreements (WEPAs). WEPAs are multi-year, joint federal-provincial initiatives aimed at promoting coordinated economic development in each of the four western provinces. The department's long-term funding base has been stabilized, enabling more effective multi-year planning. WD's mandate allows it to take a flexible and innovative approach to working with a wide network of partners in order to make strategic investments in promoting economic development and diversification in the West.

Since 1995, WD has directed its core resources towards working in collaboration with many partners including all levels of government, universities, financial institutions, the private sector, and the not-for-profit sector. Key partners in the not-for-profit sector include members of the Western Canada Business Service Network (WCBSN), which is comprised of over 100 points of service, including: Community Futures Development Corporations (CFDCs), offices of the Women's Enterprise Initiative (WEIs), Francophone Economic Development Organizations (FEDOs) and Canada Business Service Centres (CBSCs).

The department actively engages westerners in consultations to identify needs and priorities, and to develop the kinds of partnerships required to respond to horizontal and complex issues that cannot be managed unilaterally. This collaborative approach, along with a targeted research agenda, is an integral part of WD's efforts to ensure

that western Canadian views are effectively represented at the national level.

WD also delivers a range of federal programming in the West on behalf of the Government of Canada, such as the Infrastructure Canada Program.

Information Holdings

Program Records

Agricultural Processing and Marketing (APMA) Program Projects
Description: This bank contains project applications for funding assistance under the above mentioned programs. Each file consists of the applicant's profile and supporting documentation; the project's description, costs, financing, financial statements, business plan, an analysis of these projects and WD's project recommendation and the contract.
Topics: Records on commercial or non-commercial businesses, non-profit organizations and other institutions or organizations.
Access: By program name.
Format: Paper.
Program Record Number: WED PRO 005

Community Futures Development Corporations (CFDCs)
Description: Provides assistance to SMEs and supports community economic development in rural areas by assisting communities to develop and diversify. WD contributions support the operating costs of CFDCs in the four western provinces and provide capital for an investment fund.
Topics: This bank contains the contract with the CFDCs and the annual reports of these organizations.
Access: By province, by CFDC.
Format: Paper.
Program Record Number: WED PRO 010

Communications
Description: Subjects relating to discussions, recommendations and documentation on issues, as well as publicity and promotional planning activities, of the Department.
Topics: Communications generally; publications; news clippings; news releases; speeches.
Access: Files arranged by subject.
Format: Paper.
Program Record Number: WED COM 015

Consulting and Professional Services Contracts
Description: Subjects relating to the contract proposal, contracts awarded, types of services rendered, length of contracts, money expended.
Topics: Information concerning the vendor and the contract value.
Access: By project.
Format: Paper.
Program Record Number: WED ADM 020

Industrial Regional Development Program and Projects
Description: Subjects relating to industrial regional development initiatives undertaken by the department (and other departments responsible for western economic and regional development). Subjects involve cross-sectoral policies, including requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation.
Topics: Agreements for economic and regional development.
Access: By program name.
Format: Paper.
Program Record Number: WED PRO 025

Innovation & Community Investment Program (ICIP):
Description: Projects carried out under ICIP are focused on specific issues and opportunities grouped around three major themes: Community Innovation Strategy, Innovative Technologies, and Skills Development.
Topics: Innovations and Community Investment Program in B.C., Alberta, Saskatchewan and Manitoba.
Access: By file number.
Format: Paper and electronic.
Program Record Number: WED PRO 030

Internal Audit and Programs and Procedures Examination
Description: Subjects related to an independent examination to get an appreciation of risk management practices for decision-making, control and practices of management in relation to the contribution programs and the business procedures of WD.
Topics: Internal audit report or examination report on assistance programs to regional development and business procedures of WD.
Access: By subject.
Format: Paper.
Program Record Number: WED PRO 035

Program Evaluation
Description: Subjects relating to evaluation of the effectiveness, efficiency and merit of federal regional development programs administered by WD.
Topics: Evaluation report on WD assistance programs, surveys and statistics.
Access: By subject.
Format: Paper.
Program Record Number: WED PRO 040

Proposals and Inquiries
Description: This bank contains proposals for funding assistance under a departmental program. The proposals may consist of very informal requests for information, a letter or a formal application requesting funding. It does not contain approved proposals. These are part of the specific funding projects (i.e., the APMA projects).
Topics: The bank also contains information on the requests for financial information.
Access: By subject.
Format: Paper.
Program Record Number: WED PRO 045

Red River Flood Protection Program
Description: This bank reflects the on-going water control and dyke-building efforts associated with the Manitoba flood.
Topics: Red River Valley, Disaster Financial Assistance Arrangements, Red River Flood.
Access: By program name.
Program Record Number: WED PRO 050

Service Delivery Network Program
Description: Supports the partners of the Western Canada Business Service Network and other not-for-profit organizations, to increase access to services for SMEs in Western Canada through service delivery arrangements with community-based organizations that provide business information services and access to capital to SMEs.
Topics: This bank contains information on the Canada Business Service Centres (CBSCs), offices of the Women's Enterprise Initiative (WEIs), Francophone Economic Development Organizations (FEDOs), and Community Futures Development Corporations (CFDCs).
Access: By file number.
Program Record Number: WED PRO 055

Small Business Incentives (SBISA) Program Projects
Description: This bank contains project applications for funding assistance under the Small Business Incentives (SBISA) Program.

These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing and analysis; and the department's project recommendation and implementation documentation.
Topics: The purpose of this bank is to retain a record of requests for inquiries about funding assistance under the Small Business Incentives (SBISA) Program.
Access: By subject.
Format: Paper.
Program Record Number: WED PRO 060

Strategic Initiatives Program
Description: This program involves developing and implementing strategies and action plans fostering the creation of socio-economic environment of Western Canada.
Topics: This file contains the applicant's request. Each request contains the applicant's profile and documentation; the project's description, costs, financing, an analysis of these projects and WD's recommendation. The program is aimed at commercial and non-commercial businesses, non-profit organizations, other institutions or organizations.
Access: Subject.
Format: Paper.
Program Record Number: WED PRO 065

Sustainable Development Strategy
Description: Supports social, environmental and economic factors when addressing community needs and ensures a process to implement activities promoting sustainability.
Topics: Sustainable development, action plans, Community Economic Development, innovation, entrepreneurship and corporate priorities.
Access: By subject.
Format: Paper.
Program Record Number: WED POL 070

Urban Aboriginal Strategy
Description: Designed to improve policy development and program coordination with the intent to assist Aboriginal peoples in the West to participate in the development and diversification of the region's economy.
Topics: Aboriginal business, economic development, Aboriginal issues, Saskatchewan Northern Development Agreement, Vancouver Agreement, Winnipeg Development Agreement.
Access: By program name.
Format: Paper.
Program Record Number: WED POL 075

Western Economic Diversification – General
Description: Subjects relating to the department's involvement with various associations, memberships in committees, procurement initiatives and other topics of a general nature.
Topics: Policy, transition planning, values and ethics statement, business plan, committees and procurement initiatives.
Access: By subject.
Format: Paper.
Program Record Number: WED REG 080

Western Economic Diversification – Projects
Description: Subjects relating to the overall administration and activities relative to projects initiated by the department; related reports, summaries, briefing notes and documents and inquiries.
Topics: Projects administration; projects reports; briefings; provinces (Manitoba, Saskatchewan, Alberta, British Columbia).
Access: Files arranged by subject.
Format: Paper.
Program Record Number: WED REG 085

Loan and Investment Program
Description: Leveraged loan funds in partnership with various financial institutions. WD contributes funds to a "loan loss reserve", which is intended to partly offset higher risks associated with eligible loans. This allows financial institutions to supply loan capital to clients to whom it would not otherwise make loans.
Topics: Micro loans fund, investment fund.
Access: By file number.
Program Record Number: WED REG 090

Western Diversification Program (WDP)
Description: Supports activities that develop and diversify the western Canadian economy and activities where economic benefits and job creation occur primarily within Western Canada. Funding is focused on activities that support innovation, promote a competitive and expanded business sector in Western Canada, and community economic development to promote economically viable communities in Western Canada with a high quality fo life.
Topics: This bank contains information on the Western Economic Partnership Agreements (WEPAs), International Trade Personnel Program (ITPP), First Jobs In Science and Technology Program (FJST), Conference Support Program (CSP), the Canada Foundation for Innovation Support Program, Urban Development Agreements, and the Alberta and Saskatchewan

centennary programs.
Access: Files by province, project and subject.
Format: Paper.
Program Record Number: WED PRO 095

Western Transportation Industrial Development Program and Projects
Description: Subjects relating to western transportation industrial development initiatives undertaken by the department (and other departments responsible for western economic and regional development).
Topics: Subjects involve cross-sectoral policies, including requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation.
Access: By program name.
Format: Paper.
Program Record Number: WED PRO 100

Winnipeg Core Area Program Projects
Description: This bank contains project applications for funding assistance under the Winnipeg Core Area Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing and analysis; and the department's project recommendation and implementation documentation.
Topics: The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Winnipeg Core Area Program, for assessment, recommendation and implementation by departmental officials.
Access: By subject.
Format: Paper.
Program Record Number: WED PRO 105

Sectoral Analysis and Planning

Sectoral Analysis and Planning – Agriculture

Sectoral Analysis and Planning – Energy

Sectoral Analysis and Planning – Forestry

Sectoral Analysis and Planning – General

Sectoral Analysis and Planning – Manufacturing

Sectoral Analysis and Planning – Mining

Sectoral Analysis and Planning – Services

Sectoral Analysis and Planning – Taxation and Fiscal Policy

Sectoral Analysis and Planning – Technology

Sectoral Analysis and Planning – Tourism

Sectoral Analysis and Planning – Trade

Sectoral Analysis and Planning – Transportation
Description: These banks contain information relating to the sectoral activities illustrate generally the activities and projects that may be considered under the WDP.
Topics: Agriculture, energy, forestry, mining and minerals, fishery, services, tourism, technology-based.
Access: By file number under each program.
Format: Paper.
Program Record Number: WED OPE 110

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Vehicles

Particular Personal Information Banks

Consulting and Professional Services Contracts
Description: This bank contains the contract proposals, contracts awarded, types of services rendered, length of contracts, money expended, and the actual contracts with supporting documentation.
Class of Individuals: Individuals hired under consulting and professional services contracts by the department.
Purpose: The purpose of this bank is to provide accounting, reference and statistical data.
Consistent Uses: None.
Retention and Disposal Standards: Records are retained for six years, after which they are destroyed.
RDA Number: 99/032
Related PR#: WED ADM 001
TBS Registration: 002458
Bank Number: WED PPU 020

Proposals and Inquiries
Description: This bank contains proposals for funding assistance under a departmental program. The proposals may consist of very informal requests for information, a letter or a formal application requesting funding. It does not contain approved proposals. These are part of the specific funding projects (i.e., the APMA projects). The bank also contains inquiries into the status of proposals.
Class of Individuals: Individuals, associations, and groups requesting information and/or submitting proposals for funding assistance from the department.
Purpose: The purpose of this bank is to retain in-progress proposals for funding assistance and requests for information. The bank also provides reference and statistical data.
Consistent Uses: None.
Retention and Disposal Standards: Records are retained for two years, after which they are destroyed.
RDA Number: 99/006
Related PR#: WED ADM 002
TBS Registration: 002461
Bank Number: WED PPU 045

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Hospitality

Personnel Security Screening

Relocation

Travel

Classes of Personal Information

In the course of conducting the programs and activities of the department, personal information may be accumulated which is not contained in the specific information banks described in this entry. This information exists in a fragmented form throughout the subject files of the department. This information is stored as part of the general subject files, where records are not normally retrieved by the name of the individual or other personal identifier. This form of information is retrievable only if specifics are provided concerning the subject matter, the related departmental activity, as well as the date at which the information was received by the department and the name of the person to whom it was addressed. The personal information contained in these files is retained for the same period of time as the related subject information and disposed of according to the appropriate records schedules.

Manuals

- Finance and Professional Services Manual
- Human Resources Policies and Procedures Manual
- Project Guidepost Manual
- Program Policy Manual
- Records Classification Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to a toll-free number which will direct your call to the nearest office 1-888-338-WEST (9378) or to:

Headquarters
Canada Place
9700 Jasper Avenue N.W., Suite 1500
Edmonton, Alberta T5J 4H7

Telephone: 780-495-4164
Toll-free: 1-888-338-WEST (9378)

Ottawa Liaison Office
Gillin Building
141 Laurier Avenue West, Suite 500
Ottawa, Ontario K1P 5J3

Telephone: 613-952-2768

British Columbia Region
300 Seymour Street, Suite 700
Vancouver, British Columbia V6B 5G9

Telephone: 604-666-6256

Alberta Region
Canada Place
9700 Jasper Avenue N.W., Suite 1500
Edmonton, Alberta T5J 4H7

Telephone: 780-495-4164

Saskatchewan Region
S.J. Cohen Building
119 4th Avenue South, Suite 601
P.O. Box 2025
Saskatoon, Saskatchewan S7K 3S7

Telephone: 306-975-4373
Toll-free: 1-888-338 WEST (9378)

Manitoba Region
The Cargill Building
240 Graham Avenue, Suite 712
P.O. Box 777
Winnipeg, Manitoba R3C 2L4

Telephone: 204-983-4472

Reading Room

The Library of the department has been designated under the Access to Information Act as a public reading room.

The address is:
Canada Place
9700 Jasper Avenue N.W., Suite 1500
Edmonton, Alberta T5J 4H7

Note that reading rooms are available in each regional office.

Windsor Port Authority

Chapter 169

General Information

Background

The Windsor Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998 and came into force with respect to Windsor on July 1, 1999. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Responsibilities

The mission of the Windsor Port Authority is to manage, develop and promote the Port of Windsor for the benefit of its stakeholders and to ensure the general security of the port while remaining sensitive to the need for a high degree of safety and environmental responsibility.

Legislation

- Canada Marine Act, R.S.C. 1998, chapter C-10
- Port Authorities Management Regulations
- Port Authorities Operations Regulations
- Windsor Port Authority Letters Patent

Organization

Board of Directors

The Windsor Port Authority is managed by a seven member board of directors. The federal, provincial, and municipal government each appoint one member. The other four members are appointed by the Minister of Transport in consultation with the Windsor Port Users' Nominating Committee. The Board elects a Chairman and Vice Chairman from among its members.

General Management

As the administrative head of the Authority, the President and Chief Executive Officer discharges the duties conferred on him by the Canada MarineAct, the Regulations, the Letters Patent and the by-laws as well as the Access to Information and Privacy Acts.

Operations

The Operations Department is responsible for technical and environmental services, maintenance, harbour master's office and security services.

Finance

The Finance Department looks after general accounting, finance, computer services, human resources, purchasing and supplies.

Information Holdings

Program Records

Approvals
Description: Information relating to permitting for commercial and residential construction within the Port of Windsor, aquatic events.
Topics: Aquatic events, breakwalls, docks, waterfront construction.
Program Record Number: WPA APP 900

Cargo Handling
Description: Information relating to arrival and departure of ships, inward/outward reports, fees such as cargo dues, harbour dues, wharfage etc., and statistics relating to commodities and ships.
Topics: Berthage, cargo dues, commodities, harbour dues, rates, statistics, wharfage.
Program Record Number: WPA CAR 100

Communications & Marketing
Description: Information relating to media relations, press releases, marketing studies, advertising, promotional events and public relations.
Topics: Advertising, inquiries, media, research.
Program Record Number: WPA COM 200

Engineering
Description: Information relating to buildings, equipment, vehicles, maintenance of facilities and structures, project designs and reference plans.
Topics: Buildings, equipment, plans.
Program Record Number: WPA ENG 300

Environmental Services
Description: Information relating to environmental assessments, issues, public inquiries and projects

Topics: Environmental assessments, decisions.
Program Record Number: WPA ENV 400

Insurance Records
Description: Information relating to insurance policies – liability, property, disability, vehicles, travel and directors & officers.
Topics: Insurance.
Program Record Number: WPA INS 800

Legal and Corporate Secretarial
Description: Information relating to acts and regulations, corporate by-laws, litigation, Board of Director and Committee minutes, Board members, Orders in Council appointing Board members, Port User Nominating Committee.
Topics: Board of Directors, Nominating. Committee, minutes, acts, regulations.
Program Record Number: WPA COR 500

Marina Operations
Description: Information relating to Riverside and Mill Cove Marinas.
Topics: Marinas, boat wells, gasoline sales.
Program Record Number: WPA MAR 950

Properties
Description: Information relating to the administration of Authority properties, property leases, licences of occupation, title searches, easements, appraisals, land use plan.
Topics: Leases, licences, property, appraisals.
Program Record Number: WPA PRO 600

Security
Description: Information relating to security systems, risk assessments, port and facility security assessments and plans, patrol checks, IMO guidelines.
Topics: Security plans, assessments.
Program Record Number: WPA SEC 700

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information & Privacy Requests

Accounts and Accounting

Administration

Administration and Management Services

Audits

Budgets

Employment and Staffing

Equipment and Supplies

Finance

Human Resources

Information Technology Services

Lands

Office Appliances

Pensions and Insurance

Personnel

Physical Security

Salaries and Wages

Travel

Utilities

Vehicles

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Executive Correspondence Management Systems

Personnel Security Screening

Travel

Classes of Personal Information

In the course of conducting the programs and activities of the Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes: requests for information, expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and the name of the person to whom it was addressed. The retention period for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Emergency Plan Manual

- Office Procedures Manual

- Policy and Guidelines Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Windsor Port Authority under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the Windsor Port Authority.

Requests for further information about the Windsor Port Authority and its varios programs and functions may be directed to:

David Cree
Windsor Port Authority
251 Goyeau Street, Suite 502
Windsor, Ontario N9A 6V2

Telephone: 519-258-5741
Facsimile: 519-258-5905
E-mail: wpa@portwindsor.com
Internet: www.portwindsor.com

Reading Room

Under the Access to Information Act, the Windsor Port Authority has designated an area on the premises as the public reading room. The address is:

Windsor Port Authority
251 Goyeau Street, Suite 502
Windsor, Ontario N9A 6V2

Yukon Environmental Socio-Economic Assessment Board

Chapter 170

The annual update for this institution was not received for inclusion in the 2006-2007 version of this Info Source publication.

Yukon Surface Rights Board

Chapter 171

General Information

Background

The Yukon Surface Rights Board Act c.43 (the "Act") came into force on February 14, 1995. The Act called for the establishment of a quasi-judicial tribunal, the Yukon Surface Rights Board (the "Board"). The Board resolves disputes regarding surface rights issues falling within its jurisdiction.

The Act was drafted to reflect the principles established in Chapter 8 of the Umbrella Final Agreement (the "UFA"), the framework comprehensive land claim agreement made between the Government of Canada, the Council for Yukon Indians (now the Council of Yukon First Nations – "CYFN") and the Government of the Yukon. The Act and the Board's Rules of Procedure guide the functions of the Board.

Responsibilities

The Board's jurisdiction is derived from several federal and territorial (Yukon) statutes. The prime authority for the Board's jurisdiction is the Yukon Surface Rights Board Act (Canada). Pursuant to the Act and as its primary mandate, the Board may hear and render decisions on access disputes between surface and subsurface rights holders in the Yukon. The Board may also hear matters relating to disputes concerning specified substances (e.g. earth, clay, shale, gypsum, gravel, and marl), quarries, and the expropriation of Settlement Land. In addition, matters relating to security and compensation for activities occurring on quartz and placer claims may be heard by the Board, as provided for in the Quartz Mining Act (Yukon) and the Placer Mining Act (Yukon).

Legislation

- Yukon Surface Rights Board Act (Canada)

- Placer Mining Act (Yukon)

- Quartz Mining Act (Yukon)

- Expropriation Act (Canada)

- Radiocommunication Act (Canada)

- Yukon First Nations Land Claim Settlement Act (Canada)

- Yukon First Nations Self-Government Act (Canada)

Organization

The Act provides for a Chairperson and up to 10 members to be appointed to sit on the Board by the Minister of Indian and Northern Affairs Canada. Half of the members are nominated by CYFN and the other half by the federal Government of Canada. The federal government nominations are made in consultation with the Government of the Yukon. The Chairperson is nominated by the members of the Board. Since the Act came into force, the Board has been comprised of a maximum of 4 members and a Chairperson.

Information Holdings

Program Records

Dispute Application File
Description: Application forms describing the issue(s) in the dispute(s) and any subsequent Board orders, decisions, and reasons for decisions.
Topics: Surface rights, access rights to the land.
Program Record Number: YSR DAF 2005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Account and Accounting

Budget

Employment and Staffing

Finance

Information Technology Services

Procurement

Salaries and Wages

Training and Development

Travel

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Travel

Manuals

- Application and companion Guide

- By-laws

- Information Package

- Rules of Procedure

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Yukon Surface Rights Board under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the Yukon Surface Rights Board.

Requests for further information about the Board's programs and functions may be directed to:

Executive Director
Yukon Surface Rights Board
Box 31202
Whitehorse, Yukon Y1A 5P7

Telephone: 867-667-7695
Facsimile: 867-668-5892
Email: info@yukonsurfacerights.com
Internet: www. yukonsurfacerights.com

Reading Room

The Board hosts an area within the Board's office space as a reading room. The Board's physical address is:

100 Main Street, Suite 206
Whitehorse, Yukon