

and in the light of the relationship of one class to another—and after this process is complete a recommendation is submitted to the Governor in Council for consideration. The Governor in Council also fixes the salaries for those employees who are not under the Civil Service Act.

*Organization and Methods.*—In recent years there has been an increasing awareness of the extent to which economical administration depends on the adoption of modern management techniques and devices. To meet this need the Commission has created a Management Analysis Division and an Organization Division to study problems of management in collaboration with officials directly responsible for major areas of administration. These Divisions afford practical assistance to departments and other agencies of the Government through the systematic examination of structures, operations, procedures and work methods. Their facilities are offered free of charge to all departments.

*Staff Training.*—In 1947 the Commission set up a Staff Development and Training Division to promote and guide a systematic service-wide training scheme. The training scheme sponsored by the Commission is a joint venture undertaken in co-operation with the various departments, most of which have parallel training divisions. The Commission's Staff Development and Training Division is primarily a co-ordinating agency. It promotes and organizes training activities, trains departmental instructors in the presentation of courses, prepares and gives certain courses of general application to all departments, publishes booklets and other training aids, assists departments in developing training to meet specialized needs and acts as a general clearing-house for the exchange of information on training matters.

*Employee Relations.*—The Civil Service Act confers on appropriate staff associations the right to be consulted on matters of remuneration and conditions of employment. This consultation may be initiated by either the official or staff sides and may take three forms. On questions of remuneration, which include certain allowances as well as pay, the consultation takes place between the associations and the Minister of Finance or such members of the public service as he may designate and this may, of course, include members of the Commission. On terms and conditions of employment as enumerated in Sect. 68 (1) of the Civil Service Act (which are mainly those with a fiscal effect, such as leave), the consultation takes place between the associations and the Commission and such members of the public service as the Minister of Finance may designate. On those terms and conditions of employment that come within the exclusive jurisdiction of the Commission, the consultation takes place between the associations and the Commission alone. This form of tripartite consultation was introduced on Apr. 1, 1962 when the new Civil Service Act came into force and is designed to be consistent with the distribution of authority in the Act.

**Statistics of Federal Government Employment.\***—The current monthly survey of Federal Government employment, started in 1952, covers all employees of the Government of Canada; employees in this sense exclude the Governor General and Lieutenant-Governors, Ministers of the Crown and Members of Parliament, judges, persons under contract and members of the Armed Forces, but include Force members of the Royal Canadian Mounted Police. The survey is divided into two main categories: (1) depart-

\* Prepared in the Public Finance and Transportation Division, Dominion Bureau of Statistics.