

**Office of the Representation Commissioner.**—This Office was established in 1963 under the provisions of the Representation Commissioner Act (SC 1963, c. 40) and is responsible for preparing maps showing the distribution of population in each province and setting out alternative proposals respecting the boundaries of electoral districts in each province. In addition, it is required to make a review and study methods of registration of electors and absentee voting used in elections of other countries. The Secretary of State acts as spokesman for the Office in the Cabinet and the House of Commons.

**Post Office Department.**—Administration and operation of the Canada Post Office, by virtue of the Post Office Act (RSC 1952, c. 212) and under the Postmaster General, includes all phases of postal activity, personnel, mail handling, transportation of mails by land, water, rail and air and the direction and control of financial services including the operation of money order and savings bank business.

**Privy Council Office.**—For administrative purposes, the Privy Council Office is regarded as a Department of Government under the Prime Minister. The Clerk of the Privy Council, under whose direction its functions are carried out, is considered as a Deputy Head and takes precedence among the chief officers of the Public Service. The authority of the Privy Council Office is to be found in Sects. 11 and 130 of the British North America Act, 1867, which constituted a Council to aid and advise in the government of Canada to be styled the Queen's Privy Council for Canada. In 1940, upon the wartime development of Cabinet committees and the consequent need for orderly secretarial procedures such as agenda, explanatory memoranda and minutes, the Principal Secretary in the Prime Minister's Office was designated Clerk of the Privy Council and First Secretary to the Cabinet. Since 1946, the Privy Council Office has been further reorganized, developed and enlarged and certain administrative functions of the Privy Council Office and the Prime Minister's Office have been closely integrated in the interests of efficiency and economy.

The organization of the Privy Council Office at present consists primarily of the Privy Council Section concerned with the examination of submissions to the Governor in Council, preparation of draft orders and regulations, circulation and filing of approved orders, and the duties of editing, registering and publishing the federal statutory regulations in Part II of the *Canada Gazette*; the Cabinet Section dealing with secretarial work for the Cabinet and for Cabinet committees and interdepartmental committees, such as the preparation and circulation of agenda and necessary documents to Ministers and recording and circulating decisions, liaison with departments and agencies of government, and the preparation of material for the Prime Minister; the Science Secretariat established in 1964 to assemble and analyse information about the Government's scientific programs and their inter-relation with other scientific activities throughout Canada; the Special Planning Secretariat established in 1965 to assess the extent and nature of the problems of poverty and inadequate opportunities in Canada, to analyse existing federal measures and to develop proposals for future federal programs aimed at overcoming inadequate economic and social opportunities; and the Special Secretariat on Bilingualism established in 1966.

The Office of the Prime Minister is organized as a Secretariat associated with the Privy Council Office and includes members of the Prime Minister's personal staff responsible for general secretarial duties, the drafting of letters, the arrangement of appointments to interview the Prime Minister or for his public appearances or for the release of his statements on matters of public interest, and assisting the Prime Minister in his parliamentary duties.

**Public Archives.**—The Public Archives was founded in 1872 and is administered under the Public Archives Act (RSC 1952, c. 222) by the Dominion Archivist who has the rank of a Deputy Minister and reports to Parliament through the Secretary of State. Its purpose is to assemble and make available to the public a comprehensive collection of historical source material relating to the history of Canada. Major emphasis is placed on official records of the Government and the personal papers of political leaders and other prominent figures. These are supplemented by copies of many records in the British and French archives that relate to Canada, a fine map collection, a historical library, and many prints, paintings and photographs. The Archives operates a large Records Centre in Ottawa which provides accommodation for departmental records that are seldom used and also serves as a sorting centre, preserving papers of long-term interest from obsolete files and marking useless material for destruction. Regional centres are located in Toronto and Montreal. The Archives also operates the Government's Central Microfilm Unit, which is housed in the new National Library and Archives Building.

Under the terms of the Laurier House Act (RSC 1952, c. 163) the Public Archives is responsible for the administration of Laurier House as a museum.

**Public Service Commission.**—Arrangements were made for civil service appointments under the first Civil Service Act of 1868 but the first Civil Service Commission was created only in 1908. This established the beginnings of the merit system which is today the cornerstone of personnel administration in the public service. The Act of 1918 gave the Commission authority to control recruitment, selection, appointment, classification and organization and to recommend rates of pay. The next Civil Service Act, passed in 1961, strengthened the principles of the merit system, clarified the Commission's role in other areas of personnel administration, and gave the staff associations the right to be consulted on matters about remuneration and conditions of employment.