

library, an adviser on disarmament and arms control, an economic adviser, an adviser on conflict of interest and on international appointments, a co-ordinator and ambassador-at-large for the conference on security and co-operation in Europe (CSCE) and a senior management secretariat.

The International Joint Commission reports to the secretary of state for external affairs of Canada as well as to the secretary of state of the United States. The secretary of state for external affairs reports to Parliament for the Canadian International Development Agency.

**Farm Credit Corp.** This Crown corporation, established in 1959 (RSC 1970, c.F-2) is responsible to Parliament through the minister of agriculture. Under the Farm Credit Act it makes long-term mortgage loans to farmers. It also administers the Farm Syndicates Credit Act.

**Federal Business Development Bank.** The bank was established by an act of Parliament in 1974 (SC 1974-75-76, c.14) as a federal Crown corporation to succeed the Industrial Development Bank. Under the act which came into force in October 1975, FBDB assists in establishing and developing business enterprises in Canada by providing financial assistance and management services of counselling, training and information by supplementing such services available from other sources. The bank gives particular attention to the needs of small enterprises.

The board of directors consists of the president, four persons from the public service, and 10 persons from outside the public service. The bank's authorized capital is \$200 million, but it may raise additional funds by the issue and sale of debt obligations, provided that the total of the bank's direct and contingent liabilities shall not exceed 10 times its capital.

**Federal Environmental Assessment Review Office.** Following a cabinet decision in December 1973 (adjusted in February 1977), this office was formed to establish an environmental assessment and review process. All government departments and agencies are subject to the process, except proprietary Crown corporations and regulatory agencies which are invited to participate.

The process requires participating federal agencies to screen their projects, programs and activities for potentially adverse environmental effects, and refer those which may have significant impact to the review office for formal review. The office is directed by an executive chairman who reports to the minister of the environment.

In undertaking its review, each environmental assessment panel issues guidelines for use by the project proponent in preparing an environmental impact statement. Public response to this document is obtained through hearings where technical organizations, interest groups, and individual citizens are encouraged to present their views. After the panel has reviewed all the information, a report is prepared for the minister. The report contains conclusions and recommendations concerning project implementation. Decisions on the recommendations are made by the minister of the environment and the minister responsible for the project.

**Federal-Provincial Relations Office.** For administrative purposes, the office is regarded as a department of government under the prime minister. The office came into being in January 1975 under legislation passed by Parliament in December 1974. For some years prior to the creation of the new office, its functions had been the responsibility of a division of the Privy Council office. The office is headed by the secretary to cabinet for federal-provincial relations.

The office assists the prime minister in his overall responsibility for federal-provincial relations; assists the cabinet in examining federal-provincial issues; assists ministers, departments, and agencies in the conduct of their relations with provincial governments; undertakes special studies; monitors provincial views on federal policies and programs and the evolution of provincial policies as they affect federal policies; and co-ordinates federal participation in conferences of first ministers.

**Finance, Department of** (Department of Finance Canada). Created by an act of Parliament in 1869, this department now operates under the Financial Administration Act (RSC 1970, c.F-10 as amended). It is primarily responsible for advising the government on the economic and financial affairs of Canada. The department's work is carried out in five branches. A fiscal policy and economic analysis branch is responsible for planning fiscal policy, analysis of its effects on the economy, and analyzing and forecasting the financial requirements of the federal government. A tax policy and legislation branch analyzes and makes recommendations relating to tax policy and maintains a tax system that raises revenues and targets incentives to meet the government's goals. A federal-provincial relations and social policy branch makes policies for and administers major federal-provincial programs under which transfer payments are made to provinces, and is responsible for policy advice on social programs in the manpower, employment and cultural areas. An international trade and finance branch investigates and reports on proposals regarding the Canadian Customs Tariff and related matters; studies Canada's international trade policy, particularly as it relates to imports; advises on balance of payments and foreign exchange matters; deals with questions relating to the international monetary system; and administers Canada's relations with international monetary and financial institutions. An economic programs and government finance branch encourages