

for the prime minister. Other sections of the office advise the prime minister on senior appointments, constitutional matters, emergency planning, and the exercise of his prerogative to allocate responsibilities between ministers. Submissions to the Governor-in-Council are received, draft orders and regulations are prepared, approved orders are circulated and the federal statutory regulations are edited, registered and published in the *Canada Gazette*.

Public Archives of Canada. The public archives was founded in 1872 and is administered under the Public Archives Act (RSC 1970, c.P-27) by the dominion archivist who has the rank of a deputy minister and reports to Parliament through the minister of communications. Its purpose is to assemble, conserve and make available to the public a comprehensive collection of source material relating to the history of Canada. It also has broad responsibilities to promote efficiency and economy in the management of federal government records. The archives branch of the public archives is a centre for research on the development of Canada. In addition to selected records of the federal government, it possesses an extensive collection of private papers of individuals and societies, a map collection which is the most important of its kind in the country, and extensive collections of paintings, drawings, prints, photographs, machine-readable data, sound recordings and films relating to Canada. A specialized library is also at the disposal of researchers. The records management branch operates a large records centre in Ottawa, and regional centres in Toronto, Montréal, Vancouver, Edmonton, Winnipeg and Halifax where non-current departmental records are centralized, stored and serviced and assists departments in their records management programs. The records management branch also operates the central microfilm unit for federal departments.

Under the terms of the Laurier House Act (RSC 1952, c.163), the public archives is responsible for the administration of Laurier House in Ottawa 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 not created until 1908. This introduced the principle of selection by merit as established by competitive examination. The Civil Service Act of 1918 gave the commission authority to control recruitment, selection, appointment, classification and organization and to recommend rates of pay. The Civil Service Act of 1961 strengthened the principles of the merit system, clarified the commission's role in other areas of personnel administration, and gave staff associations the right to be consulted on remuneration and conditions of employment.

The Public Service Employment Act (RSC 1970, c.P-32) which came into force in March 1967, redefined the commission's role as the central staffing agency and extended its authority to cover certain groups of employees exempt from the previous acts. The public service is specified in the Public Service Staff Relations Act. It does not include Crown corporations, such as the Canadian Broadcasting Corp., Canada Mortgage and Housing Corp., Canadian National Railways and Air Canada. The new act reaffirmed the merit principle, and permitted delegation of

the commission's authority, although not its responsibility to Parliament. Under the act, the commission was relieved of responsibility for recommending rates of pay and conditions of service to the government, for classification, and for consultation with staff associations on matters that are now the subject of collective bargaining.

By orders-in-council of 1972 and 1976, the commission was assigned the duty of investigating cases of alleged discrimination on grounds of sex, race, national origin, colour, religion, marital status or age with respect to the application and operation of the Public Service Employment Act; the appeals and investigation branch is responsible for this function.

The Public Service Commission reports directly to Parliament. The secretary of state has traditionally been the minister who presents the commission's report to the House of Commons, and answers parliamentary questions on the commission's behalf.

Public Service Staff Relations Board is a quasi-judicial tribunal responsible for administration of the Public Service Staff Relations Act (RSC 1970, c.P-35, as amended by SC 1972, c.18, SC 1973-74, c.15 and SC 1974-75-76, c.67). Its primary mandate as a neutral third party is to facilitate the resolution of collective bargaining and other disputes. Adjudicating on grievances involving the application or interpretation of provisions of collective agreements and most types of disciplinary action constitutes the largest volume of cases. The board deals also with such proceedings as applications for certification and complaints of unfair labour practices.

The board consists of a chairman, vice-chairman, not less than three deputy chairmen and other full-time members and part-time members as the Governor-in-Council considers necessary. All full-time appointments are not to exceed seven years except for the chairmen whose appointments are not to exceed 10 years. The board reports to Parliament through a designated minister, at present the president of the Privy Council.

A pay research bureau, part of the board, conducts research and carries out surveys on rates of pay, benefits and conditions of employment primarily as they relate to units of public service employees covered by a system of collective bargaining established by the Public Service Staff Relations Act. The bureau also engages in similar activities in respect of groups that are excluded from that process.

Public Works, Department of (Public Works Canada). This department was constituted in 1867 and operates under the legislative authority of the Public Works Act (RSC 1970, c.P-38, as amended). It is the primary agent of the federal government in the development and management of real property, providing office accommodation for some 90 federal departments and agencies, together with architectural, engineering, construction management and realty services for special purpose facilities. The department also has responsibilities in transportation (roads) and marine (dredging) works. It is decentralized, with regional headquarters at Halifax, Montréal, Ottawa, Toronto, Edmonton and Vancouver, and subsidiary offices in all but the national capital region. Main line functions are design and construction, realty planning and development and realty services plus departmental planning and co-ordination