

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. In 1948 the Commission set up an Organization and Methods Service to study problems of management in collaboration with officials directly responsible for major areas of administration. Briefly this Service affords practical assistance to departments and other agencies of the Government through the systematic examination of structure, operations, procedures and work methods. Its growing facilities are offered free of charge to all departments.

Statistics of Federal Government Employment.*—The basic concept behind the survey of Federal Government employment, started in April 1952, was that it should comprehend all classes of employees (excluding members of the Armed Services but including Force members of the Royal Canadian Mounted Police) for the totality of services at the federal level of government, with separate treatment accorded those activities designated as "government enterprises" because of the economic or proprietary nature of these undertakings; hence the title "Federal Government Employment" in contrast to the title used for the previous survey "Civil Service of Canada" with its restrictions as to services and classes of employees. The guiding principle that has been followed in matters of terminology and presentation of data has been strict adherence, except in dealing with services of relatively minor import, to official usages as employed in the *Canada Estimates* and, in classification of employees, to the official designations "classified", "exempt" and "statutory". Comparison with figures of previous years should be made only after careful consideration of the differences in composition of services and classification of employees. These points are more fully elaborated in the *Explanatory Memorandum*.†

Included in this survey as governmental services are all the administrative functions of the Federal Government (*see pp. 107-113*) and all agencies, boards and commissions where the nature of the undertaking is not of a proprietary or economic character, but where payments of salaries and/or wages are by legislative appropriation from the General Revenue Fund, including two Agency Corporations (Federal District Commission and National Battlefields Commission) and one Proprietary Corporation (Canadian Farm Loan Board). Statutory employees are also included as their salaries are paid from the General Revenue Fund in accordance with the terms of an Act of Parliament establishing the position.

The "classified" group embraces several classes of employees including: those who are subject to the Civil Service Act and Civil Service Superannuation Act; those not subject to these Acts but who are employed under other enabling legislation or regulations; those employees of certain Agency and Proprietary Corporations mentioned above; and the "statutory" group, most of whom are only dismissable by an Address to both Houses of Parliament, such as members of the judiciary. The other main group denominated "exempt" is also a composite of groups of employees (prevailing rate, casual, ships' crews), the chief distinctions of which are that, though paid from revenues passed by legislative appropriation, there is not the same security of tenure, the rates paid are determined by those prevailing in the area of work and the employment of these groups is often seasonal. These classes are subject to the Prevailing Rate Employees' General Regulations approved by the Treasury Board. (*See also Chap. XVIII, Labour.*)

Employment of government "enterprises" is treated separately from that of government "services" because of the economic or proprietary complexion of the former. The supposition in respect of enterprises is that costs of operation, among them salaries and

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† Special report, available from DBS on request.