

for Cabinet committees and interdepartmental committees. This involves the preparation and circulation of agenda and necessary documents to Ministers and recording and circulating decisions; liaison with departments and agencies of the government; and the preparation of material for the Prime Minister.

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 arranging the release of the Prime Minister's statements on matters of public interest, his public appearances and appointments to interview him. They also handle general secretarial business, draft letters and assist 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 1970, c.P-27) 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 source material relating to the history of Canada. It also has broad responsibilities in regard to the promotion of efficiency and economy in the management of the federal government records. The Historical Branch, located in the National Library and Archives Building, is a centre for research on the development of Canada. In addition to the 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 an extensive collection of paintings, drawings, prints, photographs, sound recordings and films relating to Canada. A specialized library is also at the disposal of searchers. The Records Management Branch operates a large Records Centre in Ottawa and regional centres in Toronto, Montreal, Vancouver, Winnipeg and Halifax where non-current departmental records are centralized, stored and serviced. It assists departments in their records management programs. The Administration and Technical Services Branch operates the Central Microfilm Unit for the several departments of government.

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 not created until 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.

The Public Service Employment Act (RSC 1970, c.P-32) which came into force on March 13, 1967, redefined the Commission's role as the central staffing agency and extended its authority to the Public Service, covering certain groups of employees exempt from the previous Acts. The Public Service is specified in Schedule A of the Public Service Staff Relations Act. It does not include Crown corporations, such as the Canadian Broadcasting Corporation, the Central Mortgage and Housing Corporation, the Canadian National Railways and Air Canada. The new Act also reaffirms the merit principle, at the same time permitting delegation of the Commission's authority, although not its responsibility to Parliament. Under the Act, the Commission is 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.

On November 9, 1972, the Commission was assigned the duty, by Order in Council PC 1972-2569, of investigating cases of alleged discrimination on grounds of sex, race, national origin, colour or religion with respect to the application and operation of the Public Service Employment Act, and an Investigation Branch has been established for this purpose.

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.

Public Service Staff Relations Board. Established in 1967 by the Public Service Staff Relations Act (RSC 1970, c.P-35, as amended by SC 1972, c.18 and SC 1973-74, c.15), the Board is an independent body responsible for determining bargaining units, certifying bargaining agents, dealing with complaints of unfair practices and generally overseeing the administration of the legislation providing for collective bargaining in the Public Service of Canada. The Board is also responsible for providing information on rates of pay and other conditions of employment in Canada to the parties to bargaining in the Public Service. This latter responsibility is met through its Pay Research Bureau. The Board consists of a full-time chairman, vice-chairman and not more than three deputy chairmen who hold office for a period of 10 years and up to eight part-time members, equally representative of the interests of employees and the interests of the employer, who hold office for seven years. Under the Act the Public Service Staff Relations Board reports to Parliament, through such Minister of the Crown, other than a member of the Treasury Board, as may be designated by the Governor in Council. As at December 31, 1973 the responsible Minister was the President of the Privy Council.