

**FONDS DU TRÈS HONORABLE PIERRE ELLIOTT TRUDEAU  
THE RT. HON. PIERRE ELLIOTT TRUDEAU FONDS**

**MG 26 O 17**

**Instrument de recherche n° 1900 \ Finding Aid No. 1900**

**SÉRIE DES LIVRES DE BREFFAGE ET DES AUTRES MEMORANDUMS  
BRIEFING BOOKS AND OTHER MEMORANDA SERIES  
1968-1984**

**Préparé par la Section des archives  
politiques, Division des manuscrits**

**Prepared by the Political Archives Section,  
Manuscript Division**

## TABLE DES MATIÈRES/TABLE OF CONTENTS

INTRODUCTION .....	ii
-Background .....	iv
-Arrangement .....	ii
-Related Series .....	iii
-Research potential .....	iii
-Appointments Books (vos. 1) .....	1
- Subject Files (vol. 1-16) .....	1
-Visits and Trips (vol. 11-15) .....	8

## INTRODUCTION

### BACKGROUND

For a general introduction to the Prime Minister's Office (PMO) during the first and second Trudeau ministries (1968-1979, 1980-1984), see background information provided in the introductions to the finding aids for series MG 26 O7 and MG 26 O10.

Briefing books and memoranda appear throughout several of the PMO-related series of the Pierre Elliott Trudeau fonds. Some briefing books and memoranda were also maintained in a separate series presumably for reference purposes. This material now forms the main part of the Briefing Books and Other Memoranda Series. In addition, as other series of the Pierre Elliott Trudeau fonds were arranged and described, some briefing books and memoranda were removed and added to the Briefing Books and Other Memoranda Series. This was done to reduce the duplication and dispersal of briefing books within the fonds. Much of the material found in this series relates to the first Trudeau ministry of 1968-1979. The Briefing Books and Other Memoranda Series illustrates that the PMO was not the only agency charged with the responsibility of advising the Prime Minister. The Privy Council Office, the Federal-Provincial Relations Office and various committees on which PMO staff participated, all prepared briefing materials for the Prime Minister and for PMO staff. PMO staff regularly brought important information to the Prime Minister's attention and filed this material for possible future use.

Various kinds of material are found in this series including for example, material requested by the Prime Minister, material accumulated by the Prime Minister, and the Prime Minister's notes (See: Constitution - Constitutional Conference - 10-12 February 1969, files 1-3). Some material, such as reports, were created and filed in the PMO, and do not contain any notation to indicate if the Prime Minister ever viewed the material. Other material was prepared for PMO use by other departments and agencies, with a number of copies distributed to various staff members, and then filed (much of this material includes briefing books prepared for visits and trips). Some material was prepared by organizations outside of the government and presented to Cabinet, such as the Canadian Chamber of Commerce Annual Presentations to Cabinet.

### ARRANGEMENT

The Briefings Book and Other Memoranda Series, MG 26 O17, consists of 16 volumes and is divided into the following sub-series:

#### **Appointment books (vol. 1):**

The appointment books record scheduled meetings, appointments, state visits, trips, and events concerning the PMO staff, Cabinet, House of Commons, Liberal Party, press, 24 Sussex Street, and the Prime Minister. The first appointment book, 26 August-31 December 1968, is unidentified as to who kept the book; the second appointment book, 26 August-26 October 1968, was kept by PMO staff member, Michel Vennant.

**Subject Files (vols. 1-11, 16):**

These are alphabetically arranged files. Some briefing books and memoranda were bound in binders, while other briefing material was more loosely organized in files. Of note is the Constitution material (volumes 3-4), 1969-1980, which includes: material requested by the Prime Minister and assembled by PMO staff member Michael J.L. Kirby; the Prime Minister's copies of distributed material; and material collected by the Prime Minister. Other subjects found in this sub-series include the Conference of First Ministers, meetings, presentations by non-governmental organizations, the provinces, and reports.

**Visits and Trips (vols. 11-15):**

These are chronologically arranged files which include state visits of foreign dignitaries and trips of the Prime Minister.

**RELATED SERIES**

Three other Trudeau PMO series, in particular, contain material similar to what is found in the Briefing Books and Other Memoranda Series. These series are:

Planning Office (MG 26 O15) which documents the Prime Minister's trips, 1979-1984;

Press Office (MG 26 O13) which includes State Visits and Trips sub-series (volumes 53-74); and

Staff Series (MG 26 O19) in which briefing material appears throughout.

**RESEARCH POTENTIAL**

When used in conjunction with related material found in the Press Office, Planning Office and Staff series, the Briefing Books and Other Memoranda Series sheds light on the task of keeping the Prime Minister briefed on a wide range of subjects. The briefing material concerns both domestic and international affairs, and relates to the Prime Minister's trips and speeches, visits of foreign dignitaries, federal-provincial relations, conferences, and meetings.

# RT. HON. PIERRE ELLIOTT TRUDEAU PAPERS

## MG 26 O 17

### BRIEFING BOOKS AND OTHER MEMORANDA SERIES 1968-1984

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Vol.	File/Dossier	Subject/Sujet	Date
<b><u>APPOINTMENT BOOKS:</u></b>			
1	1	August-December 1968	1968
1	2	August-October 1968 - Michel Vennant	1968
<b><u>SUBJECT FILES:</u></b>			
1	3	"Anti-Inflation and Beyond" - Memo to the Prime Minister	1975-1977
1	4	Background to Foreign Direct Investment in Canada (Part I)	1972
1	5	Background to Foreign Direct Investment in Canada (Part II)	1972
1	6	Background to Foreign Direct Investment in Canada (Part III)	1972
1	7	British Columbia Coal Development	[ca.1980]
1	8	Canada Week 1978 / La Semaine du Canada 1978	1978
1	9	Canadian Executive Services Overseas, Annual Report 1976-1977	1977
1	10	Canadian Federation of Agriculture / Federation canadienne de l'agriculture (Part I)	n.d., 1973-1975
1	11	Canadian Federation of Agriculture / Federation canadienne de l'agriculture (Part II)	n.d., 1973-1975

**Rt. Hon. Pierre Elliott Trudeau Papers**  
**MG 26 O 17 Briefing Books and Other Memoranda Series 1968-1984**

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<b>Vol.</b>	<b>File/Dossier</b>	<b>Subject/Sujet</b>	<b>Date</b>
1	12	Canadian Federation of Agriculture / Federation canadienne de l'agriculture (Part III)	n.d., 1973-1975
2	1	Canadian Olympic Team, 1976 / Équipe Olympique du Canada, 1976	1976
2	2	"CANDU Notes, Notes on Canadian Heavy Water Reactors", 28 April 1970, Sydney/Canberra Australia	1970
2	3	Centre d'animation dépannage de Gatineau Inc.	n.d., 1978, 1980
2	4	Conférence Fédérale-Provinciale des Premiers Ministres - 9-10 Avril 1975 - Documents FP 4160 to FP 4175	1975
2	5	Conférence Fédérale-Provinciale des Premiers Ministres - 9-10 Avril 1975 - Documents FP 4176 to FP 4194	1975
2	6	Conference of First Ministers - 23-25 May 1973 - Briefing for the Delegation of the Government of Canada (Part I)	[1973]
2	7	Conference of First Ministers - 23-25 May 1973 - Briefing for the Delegation of the Government of Canada (Part II)	[1973]
2	8	Conference of First Ministers - 9-10 April 1975 - Documents FP 4160 to FP 4173	1975
2	9	Conference of First Ministers - 9-10 April 1975 - Documents FP 4174 to FP 4194	1975
2	10	Conference of First Ministers - 13-15 February 1978	1978
2	11	Conference of First Ministers - 13-15 February 1978 - Preparatory notes	1978
3	1	Constitution - British Columbia's Constitutional Proposals	1978
3	2	Constitution - Constitutional Conference - 10-12 February 1969 - Prime Minister's Personal Papers (File 1)	1969
3	3	Constitution - Constitutional Conference - 10-12 February 1969 - Prime Minister's Personal Papers (File 2)	1969

**Rt. Hon. Pierre Elliott Trudeau Papers**  
**Briefing Books and Other Memoranda Series 1968-1984** **MG 26 O 17**

---

Vol.	File/Dossier	Subject/Sujet	Date
3	4	Constitution - Constitutional Conference - 10-12 February 1969 - Prime Minister's Personal Papers (File 3)	n.d., 1969
3	5	Constitution - Constitutional Conference - 10-12 February 1969 - Prime Minister's Personal Papers - Federal Delegation Conference Material	1969
3	6	Constitution - Constitutional Conference 10-12 February 1969 - Prime Minister's Personal Papers - Federal Briefing Papers	1969
3	7	Constitution - Constitutional Conference - 10-12 February 1969 - Prime Ministers' Personal Papers - Constitutional Conference Continuing Committee of Officials: Note From the Secretariat on the Revisions to the Numbering of Propositions CPBEC/WP/15 (Revised) and CP/SEC/WP/16 (Revised) - Reference Table to Basic Concepts	1969
3	8	Constitution - Constitutional Conference - 10-12 February 1969 - Prime Minister's Papers - Constitutional Conference Committee of Officials: Working Paper on Foreign Relations	1969
3	9	Constitution - Constitutional Conference - 10-12 February 1969 - Prime Ministers' Personal Papers - Report of the Continuing Committee of Officials to the Constitutional Conference/Rapport du Comité Permanent des Fonctionnaires à la Conférence Constitutionnelle (Part I)	1969
3	10	Constitution - Constitutional Conference - 10-12 February 1969 - Prime Ministers' Personal Papers - Report of the Continuing Committee of Officials to the Constitutional Conference/Rapport du Comité Permanent des Fonctionnaires à la Conférence Constitutionnelle (Part II)	1969
3	11	Constitution - Constitutional Conference - September 1970 - Second Working Session (Part I)	1970
3	12	Constitution - Constitutional Conference - September 1970 - Second Working Session (Part II)	1970
4	1	Constitution - Constitutional Conference - 30-31 October-1 November 1978	1978

**Rt. Hon. Pierre Elliott Trudeau Papers**  
**MG 26 O 17 Briefing Books and Other Memoranda Series 1968-1984**

---

<b>Vol.</b>	<b>File/Dossier</b>	<b>Subject/Sujet</b>	<b>Date</b>
4	2	Constitution - Constitutional Conference - 8-13 September 1980	1980
4	3	Constitution - Debate - Requested Material	1980
4	4	Constitution - National Unity and the Constitution	n.d., 1977-1978
4	5	Constitution - "What it means to the students at Orchard Park Public School"	n.d.
4	6	Ethnic Strategy	1970
4	7	Ethnic Strategy - Implementation Mechanisms	n.d.
4	8	Federal Electoral Districts - British Columbia - Jack Davis - Coastal Ridings	1974
4	9	Federal/Provincial Relations - Anti-inflation Program (Part I)	1975
4	10	Federal/Provincial Relations - Anti-inflation Program (Part II)	1975
4	11	Federal Government Information Organization	1969
5	1	Foreign Countries - Union of Soviet Socialist Republics	n.d.
5	2	"Indicators for Government Priorities, A Sourcebook, Part A - Policy Thrusts (Sections 1-6)"	1975
5	3	"Indicators for Government Priorities, A Sourcebook, Part A - Policy Thrusts (Sections 1-6)", with commentary	1975
5	4	"Indicators for Government Priorities, A Sourcebook, Part B - Major Objectives (Sections 7-14)"	1975
5	5	"Indicators for Government Priorities, A Sourcebook, Part B - Major Objectives (Sections 7-14)", with commentary	1975
5	6	Manual of Official Procedure of the Government of Canada (Part I)	1968
5	7	Manual of Official Procedure of the Government of Canada (Part II)	1968
5	8	Manual of Official Procedure of the Government of Canada - Appendices (Part I)	1960-1968



**Rt. Hon. Pierre Elliott Trudeau Papers**  
**Briefing Books and Other Memoranda Series 1968-1984**

**MG 26 O 17**

Vol.	File/Dossier	Subject/Sujet	Date
5	9	Manual of Official Procedure of the Government of Canada - Appendices (Part II)	1960-1968
6	1	Manual of Official Procedure of the Government of Canada - Appendices (Part III)	1960-1968
6	2	Manuel du Parlementaire (Partie I)	1968
6	3	Manuel du Parlementaire (Partie II)	1968
6	4	Meetings - 29 April-6 May 1975 - Commonwealth Heads' of Government Meeting, Kingston, Jamaica - Meeting Minutes	1975
6	5	Meetings - 2 March 1976 - Church Leaders	n.d., 1975-1976
6	6	Meetings - 6 May 1976 - First Ministers' Meeting	1976
6	7	Meetings - 1977-1978 - Business Leaders	1977-1978
6	8	Meetings - May 4/Mai 1977 - Federal-Provincial Committee of Ministers of Finance and Provincial Treasurers, 25th Meeting/25ieme Réunion, Comité Fédéral-Provincial des Ministres des Finances et des Trésoriers Provinciaux, Ottawa, Ont. - Federal Book	1977
7	1	Meetings - May 4/Mai 1977 - Federal-Provincial Committee of Ministers of Finance and Provincial Treasurers, 25th Meeting/25ieme Réunion, Comité Fédéral-Provincial des Ministres des Finances et des Trésoriers Provinciaux, Ottawa, Ont. - General Briefing Book	1977
7	2	Meetings - 28 February 1983 - Premier Lougheed	1983
7	3	Members Portfolio (Part I)	1968
7	4	Members Portfolio (Part II)	1968
7	5	National Capital - <i>The Capital of Canada : How Should It Be Governed, I The Study</i>	1974

**Rt. Hon. Pierre Elliott Trudeau Papers**  
**MG 26 O 17 Briefing Books and Other Memoranda Series 1968-1984**

---

<b>Vol.</b>	<b>File/Dossier</b>	<b>Subject/Sujet</b>	<b>Date</b>
7	6	National Capital - <i>The Capital of Canada : How Should It Be Governed, II Appendices</i>	1974
7	7	National Energy Board - "Report to the Governor in Council, In The Matter of Pricing of Natural Gas Being Exported Under Existing Licences"	1975
7	8	Official Languages - "Final Draft, A National Understanding, the Official Languages of Canada"	n.d.
7	9	Olympics - Senior Interdepartmental Committee (SICO) on the 1976 Olympics (Part I)	n.d.
8	1	Olympics - Senior Interdepartmental Committee (SICO) on the 1976 Olympics (Part II)	n.d.
8	2	Peace and Security - "Questions and Answers, Peace and Security, Protection Against Violent Crime"	n.d.
8	3	Presentations - Canadian Chamber of Commerce Annual Presentation to Cabinet - 18 February 1974 (Part I)	1974
8	4	Presentations - Canadian Chamber of Commerce Annual Presentation to Cabinet - 18 February 1974 (Part II)	1974
8	5	Presentations - Canadian Chamber of Commerce Annual Presentations to Cabinet - 18 February 1974 (Part III)	1974
8	6	Presentations - Canadian Labour Congress Annual Presentation to Cabinet (File 1)	1975
8	7	Presentations - Canadian Labour Congress Annual Presentation to Cabinet (File 2, Part I)	1975
8	8	Presentations - Canadian Labour Congress Annual Presentation to Cabinet (File 2, Part II)	1975
8	9	Presentations - National Council of Women of Canada	1969
8	10	Presentations - National Council of Women of Canada Presentation to Cabinet	1976
8	11	Prime Minister's Briefing Book on Government Business	1971

**Rt. Hon. Pierre Elliott Trudeau Papers**  
**Briefing Books and Other Memoranda Series 1968-1984** **MG 26 O 17**

---

Vol.	File/Dossier	Subject/Sujet	Date
8	12	Principales initiatives ministérielles 1980-1983 (Part I)	1983
9	1	Principales initiatives ministérielles 1980-1983 (Part II)	1983
9	2	Principales initiatives ministérielles 1980-1983 (Part III)	1983
16	1	Privy Council Program - Personal Information - Final Travel Relocation - Conferences Subsidiary Ledger - Computer-Generated Report #1, 5, 9	1984
9	3	Providing Policy Direction to and Controlling the Performance of Crown Corporations and Regulatory Commissions - Draft	1975
9	4	Provinces - Alberta	1978
9	5	Provinces - Alberta (Part I)	1979
9	6	Provinces - Alberta (Part II)	1979
9	7	Provinces - British Columbia	1978
9	8	Provinces - British Columbia	1979
9	9	Provinces - Manitoba (Part I)	1979
9	10	Provinces - Manitoba (Part II)	1979
10	1	Provinces - New Brunswick (Part I)	1979
10	2	Provinces - New Brunswick (Part II)	1979
10	3	Provinces - Newfoundland (Part I)	1979
10	4	Provinces - Newfoundland (Part II)	1979
10	5	Provinces - Nova Scotia (Part I)	1979
10	6	Provinces - Nova Scotia (Part II)	1979
10	7	Provinces - Prince Edward Island (Part I)	1979

**Rt. Hon. Pierre Elliott Trudeau Papers**  
**MG 26 O 17 Briefing Books and Other Memoranda Series 1968-1984**

---

<b>Vol.</b>	<b>File/Dossier</b>	<b>Subject/Sujet</b>	<b>Date</b>
10	8	Provinces - Prince Edward Island (Part II)	1979
10	9	Provinces - Saskatchewan (Part I)	1979
10	10	Provinces - Saskatchewan (Part II)	1979
10	11	Publications - <i>World Order</i>	1975
10	12	<i>Rapport de la Commission d'Enquête sur le Transport à Terre-Neuve</i> , Volume 1, juillet 1978	1978
10	13	Relations extérieures	1981
11	1	<i>Report of the Commission of Inquiry into Newfoundland Transportation</i> , Volume 1, July 1978	1978
11	2	Responses from Ministers concerning the 1969-1970 Legislative Program - A-H (Part I)	1968
11	3	Responses from Ministers concerning the 1969-1970 Legislative Program - I-Z (Part II)	1968
11	4	Speech Material - [28 September 1974] - Leader's Day Speech (Part I)	1974
11	5	Speech Material - [28 September 1974] - Leader's Day Speech (Part II)	1974
11	6	Tourism - <i>A Review and Statement of Federal Policy on Tourism in Canada - Draft Five</i>	1971
11	7	Whelan, Eugene F., Minister of Agriculture - Report on Visit to Eastern Europe, 26-28 September 1973	1973
<b>VISITS AND TRIPS:</b>			
11	8	State Visits - Roy Harris Jenkins, President of the Commission of the European Communities - 6-10 March 1978	1978
11	9	State Visits - Roy Harris Jenkins, President of the Commission of the European Communities - 6-10 March 1978 - Staff copy [Jim Coutts]	1978

**Rt. Hon. Pierre Elliott Trudeau Papers**  
**Briefing Books and Other Memoranda Series 1968-1984**

**MG 26 O 17**

---

<b>Vol.</b>	<b>File/Dossier</b>	<b>Subject/Sujet</b>	<b>Date</b>
11	10	State Visits - 8-13 février/February 1979 - Visite du Premier Ministre Français au Canada/Visit to Canada of the French Prime Minister	1979
11	11	State Visits - 10-11 décembre/December 1979 - Visite du Secrétaire D'État Aux Affaires Extérieures en France/Visit of the Secretary of State for External Affairs to France	1979
11	12	Trips - 3-15 January 1969 - Commonwealth Prime Ministers' Conference, London, England	1969
11	13	Trips - 7-8 février 1970 - Chicoutimi, B.C.	1970
12	1	Trips - 12-30 October 1972 - Federal Election Campaigning	n.d., 1968, 1972
12	2	Trips - 4-6 June 1974 - Western Provinces (Part I)	1973-1974
12	3	Trips - 4-6 June 1974 - Western Provinces (Part II)	1973-1974
12	4	Trips - 4-6 June 1974 - Western Provinces (Part III)	1973-1974
12	5	Trips - 24-28 June 1974 - Quebec - Nova Scotia - Ontario	1974
12	6	Trips - 24-28 June 1974 - Quebec - Ontario -Manitoba	1974
12	7	Trips - 7-12 February 1975 - Alberta (Part I)	1975
12	8	Trips - 7-12 February 1975 - Alberta (Part II)	1975
12	9	Trips - 27 February-15 March 1975 - Western Europe - Volume 1, Netherlands	1975
12	10	Trips - 27 February-15 March 1975 - Western Europe - Volume 2, Germany (Part I)	1975
12	11	Trips - 27 February-15 March 1975 - Western Europe - Volume 2, Germany (Part II)	1975
12	12	Trips - 27 February-15 March 1975 - Western Europe - Volume 3, Italy (Part I)	1975

**Rt. Hon. Pierre Elliott Trudeau Papers**  
**MG 26 O 17 Briefing Books and Other Memoranda Series 1968-1984**

---

<b>Vol.</b>	<b>File/Dossier</b>	<b>Subject/Sujet</b>	<b>Date</b>
13	1	Trips - 27 February-15 March 1975 - Western Europe - Volume 3, Italy (Part II)	1975
13	2	Trips - 27 February-15 March 1975 - Western Europe - Volume 4, Great Britain	1975
13	3	Trips - 27 February-15 March 1975 - Western Europe - Volume 5, Ireland	1975
13	4	Trips - 27 February-15 March 1975 - Western Europe - Volume 6 (Part I)	1975
13	5	Trips - 27 February-15 March 1975 - Western Europe - Volume 6 (Part II)	1975
13	6	Trips - 27 February-15 March 1975 - Western Europe - Volume 6 (Part III)	1975
13	7	Trips - 29 April-6 May 1975 - Commonwealth Heads' of Government Meeting, Kingston, Jamaica	1975
13	8	Trips - 27-28 February 1976 - Toronto, Ont.	1976
13	9	Trips - 21-23 February 1977 - Washington, D.C.	1977
13	10	Trips - 6-7 April 1977 - Berkley, Ca.	1977
13	11	Trips - 29 April 1977 - Northwestern Ontario	1977
14	1	Trips - 6-9 July 1977 - British Columbia and Alberta (Part I)	1977
14	2	Trips - 6-9 July 1977 - British Columbia and Alberta (Part II)	1977
14	3	Trips - 6-9 July 1977 - British Columbia and Alberta - Co-ordinated by the Federal Provincial Relations Office	1977
14	4	Trips - 31 October-1 November 1977 - Alberta and British Columbia (Part I)	1977
14	5	Trips - 31 October-1 November 1977 - Alberta and British Columbia (Part II)	1977
14	6	Trips - 6-7 December 1977 - Manitoba and Saskatchewan	1977
14	7	Trips - 19-21 January 1978 - Ontario	1978

**Rt. Hon. Pierre Elliott Trudeau Papers**  
**Briefing Books and Other Memoranda Series 1968-1984** **MG 26 O 17**

---

Vol.	File/Dossier	Subject/Sujet	Date
14	8	Trips - 2-3 February 1978 - British Columbia	1978
14	9	Trips - 2-3 February 1978 - British Columbia - Privy Council Office Briefing Book	1978
14	10	Trips - 9-11 March 1978 - Alberta and Saskatchewan - Privy Council Office Briefing Book	1978
14	11	Trips - 9-11 March 1978 - Alberta and Saskatchewan - Alberta and Saskatchewan - Prime Minister's Office Briefing Book	1978
15	1	Trips - 21-23 March 1978 - New York	1978
15	2	Trips - 5-8 July 1978 - Vancouver, B.C. and Calgary, Alta. (Part I)	1978
15	3	Trips - 5-8 July 1978 - Vancouver, B.C. and Calgary, Alta. (Part II)	1978
15	4	Trips - 17-19 September 1978 - Winnipeg, Man. (Part I)	1978
15	5	Trips - 17-19 September 1978 - Winnipeg, Man. (Part II)	1978
15	6	Trips - 18 September 1978 - Winnipeg and St. Boniface, Man.	1978
15	7	Trips - 12-13 February 1979 - Brandon, Man. (Part I)	1979
15	8	Trips - 12-13 February 1979 - Brandon, Man. (Part II)	1979
15	9	Trips - 31 August-4 September 1980 - Alberta and Saskatchewan	1980
15	10	Trips - 16 October 1980 - Nanicoke, Ont.	1980
15	11	Trips - 19-20 February 1981 - British Columbia	1981
15	12	Trips - 24 April-23 May 1984	1984