

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

MG 26 O 19

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**SÉRIE DU PERSONNEL
STAFF SERIES
1968-1984**

**Préparé par la Section des archives
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**Prepared by the Political Archives Section,
Manuscript Division**

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INTRODUCTION

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

The Staff Series documents the activities and responsibilities of various PMO staff members. Each sub-series within the Staff Series consists of the working files of a particular staff member:

SUB-SERIES

-volumes 1-11: Gordon Ashworth, 1983-1984

Gordon Ashworth worked in the Prime Minister's Office as Operations Directors Advisors from 1982 to 1984.

-volumes 12-26: Tom Axworthy, 1976-1984

From 1976-1984 Tom Axworthy worked in the following positions in the Prime Minister's Office:

1976 Special Assistant, 1977 Policy Advisor, 1978 Assistant Principal Secretary, 1980 Senior Policy Advisor, December 1981 to 1984: Principal Secretary (Material belonging to the Office of the Principal Secretary is not included in this series). A document found in the series indicates that T. Axworthy was in the PMO in November 1975. Prior to his employment in the PMO, Tom Axworthy worked in the office of the Minister of State for Urban Affairs.

-volumes 27-36: Denise Chong, 1982-1984

Denise Chong is listed in the 1982-1984 Government phone directories under Policy (Economic) in the Prime Minister's Office. She had previously [198-] worked in Senator Perrault's office as Special Assistant to the Hon. R.J. Perrault, Leader of the Government in the Senate.

In an internal PMO document*, "PMO TASKS, 1983-1984", Denise Chong's tasks were as follows:

- to prepare a political framework for Federal Budgets and economic statements
- to support the Government's efforts to devise an effective macro-economic policy stance
- to support the Government's efforts to develop policies and strategies for Western Canada and liaise with Western Affairs Committee
- to support the development and implementation of a plan for improving the Government's relations with farmers
- to implement and develop a plan in support of the Liberal Party policy development process

-volumes 37-46: David Crenna, 1981-1984

David Crenna is listed in the 1982-1984 Government phone directories as Social Policy Advisor, and in 1981 as Policy Advisor, in the Prime Minister's Office. From 1969-1981, Crenna held several positions with the Central Mortgage and Housing Corporation. In an

internal PMO document, "PMO TASKS, 1983-1984", David Crenna's tasks were as follows:

- To support the Government's efforts to develop and implement additional social policy initiatives on a strategic basis between 1982 and 1984.
- To support the Government's efforts to develop and implement additional cultural policy initiatives on a strategic basis between 1982 and 1984.
- To support the Government's efforts to develop policies which will appeal to the urban middle class.
- To support the development and implementation of a plan for improving the Government's relations with the voluntary sector.
- To support the development and implementation of a plan for improving the Government's relations with the cooperative movement.
- To support the development and implementation of a plan for improving the Government's relations with the ethnic groups.
- To support the development and implementation of a plan for improving the Government's relations with Canada's native people.

-volumes 47-50: Gilles Dufault, 1971-1976

In 1971 and 1972, Gilles Dufault's position was listed in the Government Directory as Desk Officer; there is no material relating to his duties as desk officer in this series. In the 1973 Government Directory, Gilles Dufault is listed as a Special Assistant in the Principal Secretary's Office; and in the 1974 and 1975 directories he is listed as an Executive Assistant in the Principal Secretary's Office (see attached job description). In the 1976 directory, Dufault is again listed as a Special Assistant in the Principal Secretary's Office.

-volumes 51-75 and 290 (Electronic Records): Michael Langill, 1981-1984

In 1981, Michael Langill's position was listed in the Government Directory as Special Assistant; from the documents, it appears that he reported to Patrick Gossage, Press Secretary. In 1982, his position was listed in the Government Directory as Special Assistant under the Principal Secretary's Office of Tom Axworthy. In June 1984 he was under John Swift.

-volumes 76-83: Peter Larsen, 1981-1984

Peter Larsen, according to the Government telephone directory, was employed in the Prime Minister's Office as Special Assistant-Communications in 1981, Director of Operations in 1982, and as Senior Advisor-Co-Ordination in 1983-1984. Peter Larsen, Senior Advisor (Co-ordination), reported directly to Tom Axworthy, Principal Secretary (see attached copy of an organizational chart ca. 1983). Peter Larsen was assisted by a secretary and was responsible for a Special Projects staff who was also assisted by a secretary. The PMO Tasks listed below would suggest that the focus of the PMO for 1983-1984 was that of a political agenda aimed at preparing the Liberal Party for a federal election. In an internal PMO document, "PMO TASKS, 1983-1984", Peter Larsen's tasks were as follows:

- To support the development and implementation of a plan for improving the Government's relations with the ethnic groups.
- To assist the Principal Secretary in the return of Caucus calls and messages.

- To provide Caucus members with assistance in securing priority local projects and bring them more effectively into the development of Government policy and projects.
- To aid the development and implementation of plans to seek the support of first time voters in 1984.
- To make strategic use of special events in building support for the Government.
- To support the policy development and information efforts of Liberal Party members of provincial legislatures and provincial Liberal parties generally

-volumes 84-87: Robert Pace, 1982-1984

Robert Pace was listed in the government directory as Assistant (Atlantic) in 1982 and Special Assistant Atlantic 1983. In the document entitled "PMO Tasks 1983-1984", Robert Pace's task is listed as: To support the development and implementation of a regional/seat strategy for Atlantic Canada

-volumes 88-96: Florence Ievers, 1982-1984

Florence Ievers worked in the Prime Minister's Office as nominations secretary from May 1982-December 1983. In the document entitled "PMO Tasks 1983-1984", Florence Ievers' tasks are listed as follows:

- To support the development and implementation of a plan for improving the Government's relations with women, especially working women
- To support the development and implementation of a regional/seat strategy for Quebec
- In support of the recruitment, regional and group plans, to fully monitor OIC appointments

-volumes 97-114: Heather Peterson, 1982-1984

Heather Peterson, according to the Government telephone directory, was employed in the Prime Minister's Office as Party Liaison 1982-1983, within Operations and Plans, and was Special Assistant to the Prime Minister in 1984. (see also the attached copy of the Toronto Life exert found in this sub-series) While working as Party Liaison, Heather Peterson, reported directly to Gordon Ashworth, Senior Advisor for Operations and Plans (see attached copy of an organizational chart ca. 1983). She was assisted by her secretary, J. Ferrier. The PMO Tasks listed below would suggest that the focus of the PMO for 1982-1984 was that of a political agenda aimed at preparing the Liberal Party for a federal election

In an internal PMO document, "PMO TASKS, 1982-1984", Heather Peterson's tasks were as follows:

- To support the development and implementation of a plan for improving the Government's relations with farmers.
- To support the development and implementation of a regional/seat strategy for Ontario.
- To support the Government's efforts to work with and nurture the Liberal Party as a key political resource for the 1984 election.
- To support implementation of plans to improve the quality of campaign readiness

offered by the Liberal Party.

- To support a process to prepare exempt staffs for electoral activity.
- To support the development and implementation of a plan for improving the Government's relations with women, especially working women.
- To support the development and implementation of a regional/seat strategy for British Columbia

-volumes 115-134: Geoffrey O'Brien, 1980-1981

Geoffrey O'Brien was listed in the 1980-1981 Government phone directories as the Nominations Secretary in the Prime Minister's Office (PMO). The Nominations Secretary appears to have been responsible for the systematization and consolidation of the the P.M.O.'s operations in relation to part and full time Order-in-Council Appointments to Boards, Commissions and the Senate.

-volumes 135-159: Ivan Head, 1968-1978

Ivan Head occupied the following positions in the PMO: 1968 Legislative Assistant, 1970 (Winter)Special Assistant, 1970 (Spring) Legislative Assistant, 1971-1974 Special Assistant, 1975-1976 Assistant Principal Secretary (International Relations), 1976 (April)-1977 Senior Advisor (International Relations).

He left the PMO in 1978. Ivan Head's speciality within the PMO was international relations; from 1975 onwards this is reflected in his job title.

-volumes 160-186: Ted Johnson, 1980-1984

Ted Johnson worked in the Prime Minister's Office as Executives Assistant from 1980 to 1984.

-volumes 187-188: William MacEachern, 1982-1984

From 1982-1984, William MacEachern served as an assistant to James Moore who was head of the English speech writing section in the PMO. From the documents and the Government Directory, it appears that W. MacEachern worked as a speech writer with the English writing staff.

-volumes 189-208: Madeleine Lafleur, 1968-1978

Madeleine Lafleur served as appointments secretary in the PMO from 1968-1978. From the documents, it would appear that Madeleine Lafleur was considered "Senior PMO Staff". Madeleine Lafleur's duties, it seems, were as follows:

- requesting travel advances for Prime Minister's trips
- sending out invitations for official functions which involved the Prime Minister, and keeping a list of guests declining such invitations
- looking after lists of persons to be thanked by or on behalf of the Prime Minister for hospitality and/or gifts related to Prime Minister's trips

In 1975 she was part of the PMO staff to accompany the Prime Minister on the 26 February-15 March 1975 European trip. In 1977 she sat on the "Committee on Government Hospitality" with one other PMO staff; this committee included representatives from the Department of External

Affairs

Volumes 209-211: Allan Donnelly 1968-1975

Allan Donnelly, was employed in the PMO as an assistant press secretary, 1968-1975. He reported to Press Secretary, Romeo Le Blanc (1968-1972) and Pierre O'Neil (1973-1975). As an assistant press secretary, Allan Donnelly was "to assist the Press Secretary", who was the Prime Minister's principal adviser with regards to all matters relating to the transmission by the government of information of all kinds to the communications media. In a memorandum to Press Office staff from Pierre O'Neil, 1974, Allan Donnelly's responsibilities are described as:

- Regular PM briefing notes on press content. Short and medium-term view
- Inaccurate and biased reporting
- Invitations Committees meetings
- Interview requests, correspondence
- Liaison with regional offices on interviews
- Setting up of interviews here
- Briefings on same (written, and following input of office and departments)

-volumes 212-214: Pierre O'Neil, 1973-1975

Pierre O'Neil was employed in the PMO as the Press Secretary from 1973 to 1975. In an internal document, June 1968, the function of the Press Secretary was described as follows: "The Press Secretary is the Prime Minister's principal advisor with regard to all matters relating to the transmission by the government of information of all kinds to the communications media. While particularly charged with all press and information activities relating to the Prime Minister, he is also concerned with the press and information policy of the government as a whole, whether reflected at the ministerial or departmental level. The Press Secretary will work closely with the Regional Advisor in the operation of a unit for the collection and clipping, the analysis and processing of information."

-volumes 215-218: Peter M. Roberts, 1970-1972

Prior to joining the PMO, Peter M. Roberts was with External Affairs, 1955-1970. His last assignment was "Minister-Counsellor and Deputy Permanent Representative of Canada to the North Atlantic Council. Peter M. Roberts was employed in the following positions in the PMO: 1970 (Winter) Assistant Press Secretary, 1971 (Winter) Press Secretary, 1971 Assistant Press Secretary, 1972 Press Secretary. As the assistant press secretary and press secretary, Peter M. Roberts was responsible primarily for media relations between the Prime Minister and the press. These duties included accumulating background notes for press reports and press conferences; compiling correspondence analysis reports; and answering interview requests and correspondence for the Prime Minister.

-volumes 219-278: Joyce Fairbairn, 1970-1984

Before joining the PMO, Joyce Fairbairn was educated as a journalist, and had worked for ten years as a reporter. Immediately before joining the PMO in April 1970, she was a political reporter in the Parliamentary Press Gallery (1962-1970). Joyce Fairbairn joined the PMO in April 1970 as Special Assistant, working in the office of Ivan Head. She was appointed Legislative

Assistant, September 1970, and Senior Legislative Advisor, 1983-1984. Joyce Fairbairn assumed additional duties, for a period in 1982, as Coordinator in the Communications section. From a document entitled "PMO Tasks, 1983-1984", Joyce Fairbairn's duties included:

- To support the Government's efforts to forge a much improved relationship between Cabinet and Caucus and to mobilize Caucus for political recovery
- To develop a House strategy and coordinate schedules with House Leader and prepare the Prime Minister for Question period

- volume 279: Jean Serge Gris , 1978-1979;

Jean Serge Gris  was employed in the PMO as a Special Assistant, 1978-1979.

-volume 279 Michael Kirby 1975-1976

Michael Kirby worked as an Assistant Principal Secretary (Plans and Policy) from the winter of 1974 to the summer of 1976. This sub-series is comprised of one file on an Agriculture and Fisheries Survey

-volume 279: Maude Barlow, 1983-1984

Maude Barlow was listed in the 1983 (December) - 1984 (June) government phone directories as Senior Advisor--Group Co-ordination in the Prime Minister's Office (PMO). This position was within the Operations and Plans unit of the PMO. Maude Barlow's position in the PMO is directly related to women's issues. Some of the subjects found in the documents include: briefing notes on women in development for CHOGM; equal opportunity for women; women and policy issues; and the gender gap. 11 of the documents found in this sub-series are photocopies of originals. Many of the memorandum to the Prime Minister contain annotations, comments, notes, initials, etc. by the Prime Minister, as means of a reply to Maude Barlow's memorandum.

-volumes 279-280: Michel M. Rochon 1975-1978

Michel Rochon was employed in the following positions in the PMO: Spring-Fall 1975 Director of policy, 1976-1978 Assistant Principal Secretary, Correspondence

- volumes 281-289 Ralph Coleman 1980-1984

Following the Liberals return to power in 1980, a Planning Office (Operations and Plans) appears to have been created to oversee planning within the Prime Minister's Office for the Prime Minister's trips and for state visits. The Planning Office remained responsible for such planning until the end of the second Trudeau ministry. It appears that from about 1980-1984, the chief officer of this office was the PMO travel co-ordinator, Ralph Coleman, who later became the Prime Minister's Press Secretary. This sub-series appears to be the working files of Ralph Coleman in his capacity as PMO travel co-ordinator and as Press secretary and of Martha Durdin. The files contain a mixture of documents, for example: memos to and from Ralph Coleman, Tom Axworthy, and Ted Johnson to the Prime Minister; dispatches from foreign countries to which the Prime Minister was planning an official visit; and briefing notes and information for trips. The files are arranged chronologically by the date of the event or trip. This series includes both foreign and domestic travel, official visitors to Canada, and events in which the Prime Minister was involved, such as dinners, meetings and speeches.

-volume 290: see vol 51-75

Staff member files that are integrated into the Correspondence Division Series O16:

Henry Alan Lawless - Correspondence Secretary 1970-1974

Michel Rochon - Correspondence Secretary 1977-1979

Peggy Dillman - Correspondence Secretary 1980-1981

Marie-Andrée Bastien - Correspondence Secretary 1983-1984

Hillie Wilson

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1	9	March 1984	1984
1	10	April 1984 (File 1)	n.d., 1984
1	11	April 1984 (File 2)	n.d., 1984
1	12	May 1984 (File 1)	1984
1	13	May 1984 (File 2)	1984
1	14	June 1984	n.d., 1984
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2	1	100-2-12F - Youth	1983-1984
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7	11	Economic Development Perspectives - Newfoundland, Prince Edward Island, Nova Scotia, New Brunswick (Parts I-IV)	ca. 1982

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73	84	Working Files - Presentations - Graphs, Statistics, etc. (Photographs) - Popular Vote - British Columbia Provincial Elections, 1933-1979	n.d.
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99	25	Nominal Files - Fairbairn, Joyce	1981
99	26	Nominal Files - Filer, Sam	1982
99	27	Nominal Files - Finerty, Isobel	1981
99	28	Nominal Files - Fiske, Ralph	1981
99	29	Nominal Files - Ford, Sean	1982
99	30	Nominal Files - Fortin, Paul	1981
99	31	Nominal Files - Francolini, G.F.	1982
99	32	Nominal Files - Fraser, Gayle	1983
99	33	Nominal Files - Freeman, Steve	1981-1982
99	34	Nominal Files - Gallagher, David	1982
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99	41	Nominal Files - Gordon, Alison	n.d.
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99	43	Nominal Files - Graham, Bill	1982
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99	45	Nominal Files - Graver, Cindy	1982
99	46	Nominal Files - Griffis, W. James	1983
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99	48	Nominal Files - Hamilton, Timothy	1983
99	49	Nominal Files - Harradence, Clyne	1981-1982
99	50	Nominal Files - Harvey, Edward	1981-1982
99	51	Nominal Files - Honour, Dolores	1981-1982
99	52	Nominal Files - Hull, Brian	1981
99	53	Nominal Files - Husband, David	1982-1983
99	54	Nominal Files - Innes, Brian	1981
99	55	Nominal Files - Innes, E. Christine	ca. 1981
99	56	Nominal Files - Kane, T. Gregory	1982-1983
99	57	Nominal Files - Karstadt, Reva	1982-1983
99	58	Nominal Files - Knudsen, Anne-Marie	n.d.
99	59	Nominal Files - Koncz, Marlene	1981
99	60	Nominal Files - Langford, Margo	1982
99	61	Nominal Files - Larsen, Peter	n.d.

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99	63	Nominal Files - Lavelle, Patrick	1983
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99	66	Nominal Files - Lombardi, Johnny	1982
99	67	Nominal Files - MacKenzie, Doug	1982
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99	69	Nominal Files - Maheu, Shirley	1981
99	70	Nominal Files - Marsden, Lorna	1981-1982
99	71	Nominal Files - Martin, Paul	1982
99	72	Nominal Files - Matrundola, Gino	1982-1983
99	73	Nominal Files - Matt Reese Associates	n.d.
99	74	Nominal Files - Matteau, Lucile	1982-1983
99	75	Nominal Files - Mayer, Frank	1982
99	76	Nominal Files - McCarthy, Leighton	1983
99	77	Nominal Files - McGavin, Robert	n.d.
99	78	Nominal Files - McKeown, Paul	1982-1983
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101	28	Subject Files - By-Elections - Timiskaming, Quebec	1982
101	29	Subject Files - Cabinet - Electoral Time Clock Changes	1981
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101	31	Subject Files - Cabinet - Slide Shows	n.d.
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101	35	Subject Files - Canadian Bar Association	1982
101	36	Subject Files - Canadian Broadcasting Corporation	1982
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102	21	Subject Files - Committee on Electoral Matters	1981-1982
102	22	Subject Files - Communications - Liberal Committee Group	1983
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107	1	Subject Files - Liberal Party of Canada (Ontario) - Annual Meeting - 27-29 November 1981	1981
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107	3	Subject Files - Liberal Party of Canada (Ontario) - Annual Meeting - 28-29 January 1983 (File 2)	1983
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107	12	Subject Files - Liberal Party of Canada (Ontario) - Membership 'Join Us'	n.d.
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110	10	Subject Files - Prime Minister's Visits and Trips - 14-17 June 1983 - Toronto, Ont., Montreal, Quebec and the Maritimes	1983
110	11	Subject Files - Prime Minister's Visits and Trips - September 1983 - Kitchener and London, Ont.	1983
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111	1	Subject Files - Prime Minister's Office (PMO) - Tasks - Peterson, Heather	[1982-1984]
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