

FINDING AID: 14-32

RECORD GROUP: RG 14 - Parliament

SERIES: D - Clerk of the House

ACCESSION/BOX: 1995-96/685 - boxes 1-8

DESCRIPTION: The finding aid is a boxlist which includes the box number, file number and subject.

INSTRUCTIONS: The following information is required to order a box:

RG No.:
Accession No.:
Box No.:

DATE: March 1996

JA 32

RG14 Acc 95-96/685 BOX 1 to 8

FA 14-32

BOX 1

100/0 Constitutional Records

1982 to 1983

Contain correspondence between the H of C and the National Archives re the exhibit of constitutional documents in the Hall of Honour.

135/5 Speaker's Trips -- Westminster

1985 to 1987

Arrangements, itinerary, background information on Parliamentary Privilege, program, financial arrangements, etc.

150 Executive Committee

1981 to 1985

Copies of Memorandums to the Executive Committee, record of decisions, attachments, general correspondence. NOTE: This file contains some personal information.

205/20 Ceremonial and Security - Papal Visit

1984

General correspondence relating to the visit of His Holiness Pope John Paul II in September 1984

205/21 Security Services - Queen's Visit

September 1984

Correspondence relating to the visit of Her Majesty Queen Elizabeth II and His Royal Highness The Duke of Edinburgh on September 26, 1984.

Box 1 (cont'd)

305/7 Comptroller - Financial Situation Under Speakership of J. Sauve

NOT DATED

The only item in this file is a copy of a paper titled "Outline of Several Administrative Improvements and Savings Implemented During the Speakership of Madame Sauve.

310/0/0 Support Services - Office Automation (OASIS) - Friesen Report

December 11, 1981

The only document in this file is the original copy of the Friesen Report titled "Office Automation Study for the House of Commons".

330/79 Broadcasting - Television in the House (1979)

1978 to 1979

Correspondence dealing with the Broadcasting Operations Centre

330/80 Broadcasting - Television in the House (1980)

1980

Correspondence dealing with the Broadcasting Operations Centre

341/3 Hansard Centenary

1979 to 1980

Correspondence dealing with the 100th anniversary of the House of Commons Hansard (exhibition, television screening, reception, etc.).

Box 1 (com'd)

365/0 Unions - Collective Bargaining - Parliamentary Staff Relations Act

1984 to 1987

Correspondence dealing with proposed amendment to Bill C-45 and rules and regulations of procedure for the proposed introduction of an Act respecting employer-employee relations in Parliament, to be known as the Parliamentary Staff Relations Act (P.S.R.A.).

**390/4/0 Human Resources Directorate - Official Languages - Global Plan
House of Commons - Books of Remembrance**

1981 to 1983

Correspondence dealing with the Books of Remembrance in the House of Commons Memorial Chamber conforming to Official Languages policy. Also a request that a place be found within Parliament for proposed Honour Roll for slain police and prison guards.

400 Office of the Clerk - General

1979 to 1988

General correspondence dealing with the role of the Clerk and the day-to-day operations of the Office of the Clerk.

400/0 Office of the Clerk - Articles of Clerkship

1982 to 1986

Correspondence dealing with the Clerkship as a profession (the methods by which Members' needs have been met by the Clerk's Office and the operational requirements to offer the service).

BOX 1

407/3/2 The Clerk - Clerks-at-the-Table - Meetings

1984

Correspondence dealing with the Procedure Meetings (Agendas, Minutes, Discussion Papers).

408/1 The Clerk - Training and Attachments - Attachment at Westminster

1980 to 1987

Correspondence regarding Canadian attachments to Westminster, London, England.

BOX 2

408/1/0 - The Clerk - Training Assistant - Attachments at Westminster - Visit by M.P.'s

1985 to 1987

Correspondence related to visits to London (Westminster Attachments) - by M.P.'s.

408/2 The Clerk - Training and Attachments - Attachment at Australian House of Representatives

1984 to 1986

Correspondence dealing with the Parliamentary exchanges and attachments at the Australian House of Representatives.

408/3 The Clerk - Training and Attachments - Attachments in Canadian Legislatures

1986 to 1987

Correspondence dealing with the training and secondment of our Clerks to positions in Canadian Legislatures.

Box 1 (cont'd)

410/21/0 Clerk's Department - Great Britain - Sir Richard Barlas

1977 to 1981

Correspondence relating to the personal service contract with Sir Richard Barlas of Walnut House, Wadhurst, East Sussex, England, as Special Adviser to the Clerk of the House of Commons of Canada

410/21/1 The Clerk - Parliaments of Other Countries - Great Britain - Sir Charles Gordon

Correspondence relating to the visit of Sir Charles Gordon (in honour of his retirement) to Canada for the Ninth Canadian Regional Seminar of the Commonwealth Parliamentary Association (October 1983).

410/21/2 The Clerk - Parliaments of Other Countries - Great Britain - Kenneth Bradshaw

1983 to 1987

Correspondence with Sir Kenneth Bradshaw relating to official visits and attachments, etc.

410/25 Clerk's Department - Parliaments of Other Countries - United States of America

1979 to 1988

Correspondence relating to the visit of the President of the United States of America (Presidents Carter and Reagan) as well as other related correspondence.

410/27 The Clerk - Legislatures - Other Countries - New Zealand

Correspondence relating to the visits by Parliamentarians and copies of the Parliamentary Service of New Zealand.

Box 2 (cont'd)

413/5 The Clerk - Associations/Clubs/Societies - National Youth Parliament

1980 to 1987

Correspondence relating to the relationship between the Parliament and the National Youth Parliament Association of Canada (forums, seminars, etc.).

425 The Clerk - Private Members' Business Office

1985 to 1988

Correspondence relating to the Private Members' Business Office (agendas, minutes of meetings, staffing inquiries, requests for the "Practical Guide to Private Members' Business" and copies of various work investment reports).

425/4 The Clerk (Private Members' Business Office) - Petitions for Private Bills

1986 to 1987

Correspondence relating to the responsibilities for petitions for private bills.

Box 2 (con'd)

445/7/1 Table Research Branch - Papers by CA (Research) - Parliamentary Services

November 18, 1986

The only document in this file is a memo to Dr. C.B. Koester re the report by Jack Stilborn on Parliamentary Services (includes report and comments in margins).

UNNUMBERED AND UNTITLED FILE:

1980 to 1981

Correspondence relating to the "Occupation and Compensation Study" (PPCs and LCs at the House of Commons).

450/8 The Clerk - Committees and Private Legislation Branch - Meetings

1981 to 1988

Copies of agendas and minutes of the Clerk's meetings.

450/10 The Clerk - Committees and Private Legislation Branch - Sexual Stereotyping/Equal Opportunity

1982 to 1985

Correspondence relating to the elimination of sexual stereotyping in the House of Commons and the provision of equal opportunity initiatives.

451/1 The Clerk - Committees and Private Legislation Branch - Liaison Committee

1986 to 1988

Copies of minutes of Liaison Committee meetings.

Box 2 (cont'd)

452/0/81 The Clerk - Committees and Private Legislation Branch - Standing Committees - Management and Members' Services

1981

Correspondence relating to such issues as Committees power to travel; Members staff and telephone services; language training; regulations pertaining to operations of the constituency and Ottawa offices; procurement of office equipment, etc. There is also a copy of the transcript of evidence of the Standing Committee on Management and Members' Services meeting (Wednesday November 4) as it pertains to the debate on the administration of the House.

452/0/82 The Clerk - Committees and Private Legislation Branch - Standing Committees - Management and Members' Services

1982

Correspondence relating to such issues as: rights and privileges of House of Commons employees; regulations pertaining to operations of the constituency office; resolution that a memorial book be placed in the Hill commemorating police and correctional officers killed on duty; availability of audio tapes of debates for public use; etc.

452/0/83 The Clerk - Committees and Private Legislation Branch - Standing Committees - Management and Members' Services

1983

Correspondence relating to such issues as: merits of establishing a taxi stand on the Hill; the adjudicatory role of administrative staff when dealing with Members' printing requests; smoking in committee rooms; etc.

452/0/84 The Clerk - Committees and Private Legislation Branch - Standing Committees - Management and Members' Services

1984

Correspondence relating to such issues as: difficulties with collection of outstanding accounts from Members; organization of a union for Hill employees and employee salary rates.

Box 2 (contd)

452/0/85 The Clerk - Committees and Private Legislation Branch - Standing Committees - Management and Members' Services

1985

Correspondence relating to such issues as: enhanced exchange/wide dial; operation of the restaurants and cafeterias (sales tax/serving of wine and beer); Parliamentary broadcasts; household mailing; postal services; etc.

452/0/0 The Clerk - Committees and Private Legislation Branch - Standing Committees - Management and Members' Services - Speaker's Briefings

1983 to 1985

Correspondence relating to the main estimates with a copy of anticipated questions and proposed responses.

453/2 Office of the Clerk - Committees and Private Legislation - Joint Committees - Special - Constitution

1984 to 1988

Correspondence dealing with such issues as: preparing budgets for the Special Joint Committee on the 1987 Constitutional Accord; Recommendations passed during the 113th General Assembly of the Presbyterian Church in Canada; and similar concerns from various groups in Canada regarding the 1987 Constitutional Accord Proceedings.

454/0 Office of the Clerk - Committees and Private Legislation - Special Committees - Restaurant Committee

1982 to 1985

Correspondence relating to such issues as: Collection of provincial sales tax (Ontario); mandate and powers of the Joint Committee of the Parliamentary Restaurant. There is also a copy of a Report on the Authority of the Joint Committee on the Restaurant of Parliament.

BOX 2

470/1/0 (Vol. 1) Parliamentary Relations - Activities - Official Visits

1984 to 1987

Correspondence relating to the preparation and monitoring of official visits. For example visit from international Heads of State (Thatcher, UK; Kohl, Germany; Fitzgerald, Ireland), etc.

Box 3

470/1/0 (Vol. 2) Parliamentary Relations - Activities - Official Visits

January 1988 to May 88

Correspondence relating to the preparation and monitoring of official visits. For example visit from international Heads of State (Thatcher, UK; Kohl, Germany; Fitzgerald, Ireland), etc.

470/1/0 (Vol. 3) Parliamentary Relations - Activities - Official Visits

June 1988 to July 1988

Correspondence relating to the preparation and monitoring of official visits. For example visit from international Heads of State (Thatcher, UK; Kohl, Germany; Fitzgerald, Ireland), etc.

473/2 The Clerk Parliamentary Relations Secretariat - Delegations - Canadian Delegations

1982 to 1988

Correspondence relating to the invitation of Canadian Delegations to various parts of the world (detailed programs, agendas, reports, financial details, background information, etc.).

475/0 Office of the Clerk - Parliamentary Associations - North Atlantic Assembly

Box 3 (cont'd)

1979 to 1988

Correspondence relating to the annual meetings of the Assembly , as well as copies of annual reports and texts adopted; policy recommendations, resolutions, agendas, programs, financial details, etc.

475/2 Clerk's Department - Parliamentary Relations Secretariat -Council of Europe

1983 to 1987

Correspondence relating to such issues as: invitations, programs and agendas of Council meetings, as well as copies of texts adopted by the Council.

475/3 The Clerk - Parliamentary Relations - Association - Canada/Europe

1984 to 1988

Correspondence relating to such issues as: invitations, programs, agendas and financial matters of Canada/Europe bilateral exchanges.

475/5 The Clerk - Parliamentary Relations Secretariat Association - Global Committee of Parliamentarians on Population and Development

August 1984

The only document in this file is a copy of the tentative program and a covering letter relating to a meeting in Mexico City, on August 15-16, 1984.

BOX 3

**475/6 The Clerk - Parliamentary Relations Secretariat - Associations -
Canada-Mexico**

1984 to 1988

Correspondence relating to the setting up of a permanent Canada-Mexico Parliamentary Association

**476/2 (Vol. 1) The Clerk - Parliamentary Relations Secretariat - Inter-
Parliamentary Union - Hosting IPU Conference - 1985**

1983 to 1984

Correspondence relating to the proposal to host the Inter-Parliamentary Union Conference in Canada in 1985 (executives, staffing and financial responsibilities, etc.).

BOX 4

**476/2 (Vol. 2) The Clerk - Parliamentary Relations Secretariat - Inter-
Parliamentary Union - Hosting IPU Conference - 1985**

1984 to 1986

Correspondence relating to detailed programs, agendas, briefing notes, background material, the Auditor General's report on examination of accounts and financial statements of the IPU Conference, letters of gratitude, time investment, minutes, progress reports, etc.).

**476/79 The Clerk - Parliamentary Relations Secretariat - Inter-
Parliamentary Union - Association of Secretaries-General of Parliaments**

1977 to 1987

Correspondence relating to agendas, programs, financial and administrative matters, minutes of conferences/meetings and other background material of the IPU Association of Secretaries-General of Parliaments.

Box 4 (cont'd)

476/80 The Clerk - Parliamentary Relations Secretariat - Inter-Parliamentary Union - Association of Secretaries-General of Parliaments

1979 to 1980

Correspondence relating to agendas, programs, financial and administrative matters, minutes of conferences/meetings, membership lists and other background material of the IPU Association of Secretaries-General of Parliaments.

476/81 (Vol. 1) The Clerk - Parliamentary Relations Secretariat - Inter-Parliamentary Union - Association of Secretaries-General of Parliaments

1976 to 1980

Correspondence relating to agendas, programs, financial and administrative matters, minutes of conferences/meetings and other background material of the IPU Association of Secretaries-General of Parliaments.

476/81 (Vol. 2) The Clerk - Parliamentary Relations Secretariat - Inter-Parliamentary Union - Association of Secretaries-General of Parliaments

1981

Correspondence relating to agendas, programs, financial and administrative matters, minutes of conferences/meetings and other background material of the IPU Association of Secretaries-General of Parliaments.

BOX 4

476/82 The Clerk - Parliamentary Relations Secretariat - Inter-Parliamentary Union - Association of Secretaries-General of Parliaments

1982 to 1983

Correspondence relating to agendas, programs, financial and administrative matters, minutes of conferences/meetings and other background material of the IPU Association of Secretaries-General of Parliaments.

476/83 The Clerk - Parliamentary Relations Secretariat - Inter-Parliamentary Union - Association of Secretaries-General of Parliaments

1982 to 1984

Correspondence relating to agendas, invitations, membership lists, programs, financial and administrative matters, minutes of conferences/meetings and other background material of the IPU Association of Secretaries-General of Parliaments.

476/84 The Clerk - Parliamentary Relations Secretariat - Inter-Parliamentary Union - Association of Secretaries-General of Parliaments

1984

Correspondence relating to rules of the association; agendas, programs, financial and administrative matters, minutes of conferences/meetings and other background material of the IPU Association of Secretaries-General of Parliaments.

BOX 5

476/85 The Clerk - Parliamentary Relations Secretariat - Inter-Parliamentary Union - Association of Secretaries-General of Parliaments

1985

Correspondence relating to agendas, programs, financial and administrative matters, minutes of conferences/meetings and other background material of the IPU Association of Secretaries-General of Parliaments.

Box 5 (cont'd)

476/86 The Clerk - Parliamentary Relations Secretariat - Inter-Parliamentary Union - Association of Secretaries-General of Parliaments

1985 to 1987

Correspondence relating to agendas, programs, financial and administrative matters, minutes of conferences/meetings and other background material of the IPU Association of Secretaries-General of Parliaments.

476/87 The Clerk - Parliamentary Relations Secretariat - Inter-Parliamentary Union - Association of Secretaries-General of Parliaments

1987 to 1988

Correspondence relating to agendas, programs, financial and administrative matters, minutes of conferences/meetings and other background material of the IPU Association of Secretaries-General of Parliaments.

477 The Clerk - Parliamentary Relations Secretariat - Association internationale des parlementaires de langue française (AIPLF)

1980 to 1987

Correspondence relating to meetings of the AIPLF (agendas, programs, minutes, staffing, information bulletins, Auditor General's report, requests for funding, etc.).

478/5 The Clerk - Parliamentary Relations Secretariat - First Canadian Conference of Presiding Officers.

1984 to 1988

Correspondence relating to such issues as: agendas, programs, proceedings/minutes, background information, registration procedures, flight plans, etc.

This file also contains an original 8 1/2 by 10 group photo.

Box 5 (contd)

479 (Vol. 1) Canadian Parliamentarians for World Order

1981 to 1984

Correspondence relating to contributions to the CPWO (constitution, funding for Parliamentarians for World Order, financial statements, status, budget, etc.

479 (Vol. 2) Canadian Parliamentarians for World Order

1981 to 1984

Correspondence relating to such issues as: according CPWO the status of an official Parliamentary Association; Funding; Awarding of the Indira Ghandi Peace Price. This file also contains a copy of the panel discussion on Disarmament.

BOX 5

**480 Office of the Clerk - Law Clerk and Parliamentary Council
Branch**

1980 to 1988

Correspondence relating to such issues as: Attendance/participation of conferences (Uniform Law Conference of Canada, etc.); The duties of the Law Clerk and Parliamentary Council; Payment of annual fees; Printing of Private Members Bills; Pay Scales; Grievances; Job descriptions; Requests for legal opinions; Rules of Professional conduct, etc.

490/1 Information Services - Terry Fox Centre

1982 to 1983

Correspondence relating to the Terry Fox Centre and the Terry Fox Humanitarian Award Program.

**490/4 The Clerk - Public Relations - Sound and Light Show -
Parliament Hill**

1984

Correspondence relating to the production and presentation of the Sound and Light Show every summer.

C604 Vols 1 & 2 Executive Committee Meetings - General

November to December 1979

This file contains documents relating to Executive Committee Meetings (agendas, minutes, back-up material, etc.)

Box 6
C604/79 — Executive Committee 1979
C604/80 — Executive Committee 1980

BOX 6 (cont'd)

604/80 (Vol. 1) Executive Committee Meetings - 1980

July 17, 1980

This file contains documents relating to Executive Committee Meetings (agendas, minutes, back-up material, etc.)

604/80 (Vol. 2) Executive Committee Meetings - 1980

January 17 to April 23, 1980

This file contains documents relating to Executive Committee Meetings (agendas, minutes, back-up material, etc.)

604/80 (Vol. 3) Executive Committee Meetings - 1980

July 10, 1980

This file contains documents relating to Executive Committee Meetings (agendas, minutes, back-up material, etc.)

605 Machinery of Parliament - Session - Opening

1984 to 1986

Correspondence relating to invitations to opening ceremonies of Sessions of Parliament.

700/5 Members of Parliament - Walter Dinsdale Award

1983

Correspondence relating to the establishment of the Walter Dinsdale Award by the Canadian Rehabilitation Council for the Disabled.

Box 6 (cont'd)

741 Members of parliament - Composite Picture

1979 to 1985

Correspondence relating to the production of photo composites of all Members of the House of Commons for each sitting of Parliament (30th to 33rd).

THERE IS AN ENVELOPE FULL OF ORIGINAL PHOTOS IN THIS FILE.

750/0 House of Commons - Antiques and Historic Notes

1979 to 1984

Correspondence dealing with antiques and art works of the Parliament Buildings (value, procurement of pieces, etc.).

750/1 House of Commons - Viewers Guide

October 27, 1980

The only document in this file is a copy of the final draft of the Viewer's Guide.

750/2 House of Commons - Exhibit at Canadian National Exhibition

1987

Correspondence relating to proposed exhibitions (House of Commons Components).

800 The Senate - General

1979 to 1988

Correspondence relating to such issues as: Joint services with the Senate; Senate appointments; Entitlements of newly appointed Senators; Leave policies, etc.

Box 6 (cm'd)

850 (Vol. 1)

Library of Parliament - General

1979 to 1981

Correspondence relating to such issues as: Binding of Interns' papers; Visits of foreign commonwealth Parliamentary Librarians; Publication and printing of daily press clipping service (Quorum); Procedures and policies with respect to procedural libraries; Minutes of meetings of the Joint Committee on the Library of Parliament; Proposed closing of branch library in the Confederation Building.

BOX 6

850 (Vol. 2) Library of Parliament - General

1982 to 1983

Correspondence relating to such issues as: Minutes of meetings of the Joint Committee on the Library of Parliament; Publication and printing of a pamphlet on the Library of Parliament; A proposal of a possible attachment of a Canadian academic to Parliament.

850 (Vol. 3) Library of Parliament - General

1984 to 1988

Correspondence relating to such issues as: the official languages policy at the Library of Parliament and copies of annual reports.

BOX 7

880/1 Consulting Firms - Parliamentary Centre - Comments on Parliamentary Reform

1984 to 1985

This file contains a paper entitled "Some Comments on Parliamentary Reform" prepared for the Mac Donald Commission by the Parliamentary Centre.

900 Government Officials - General

1985

Correspondence relating to findings by a Bahamas Commission of Inquiry of Canadian Banks in the Bahamas.

910/3 Government Officials - Privy Council - Government Inquiries

1979

Copy of the document titled "Commissions of Inquiry - Under the Inquiries Act Part 1 (1870 to 1979).

Box 7 (cont'd)

915 Government Officials - Chief Justice of Canada

1981 to 1984

Correspondence relating to such issues as: Setting up a dining facility and lounge for judges and their guests; Proposal for a Roll of Honour to commemorate police officers and prison guards slain while on duty; The reorganization of Air Canada; etc.

930 Government Officials - Prime Minister of Canada

1981 to 1987

Correspondence of the Prime Minister of Canada relating to such issues as: Replacing "SX" classification by the "EX" classification; Submission for Members of the Queen's Privy Council to be appointed to cabinet posts; Submission for resignation; etc.

950 Government Departments and Agencies - General

1979 to 1987

Correspondence relating to such issues as: Instructions for completing the ICMC Semi-Annual Progress Report; Monitoring implementation of the plan for metric conversion within the Government of Canada; Support for the United Way campaign; The events of the 1988 Olympic Winter Games special torch relay.

NEW SERIES OF FILES

120/2 (Vol. 1) The Speaker - Correspondence - Dignitaries

1982 to 1984

Correspondence dealing with such issues as: Congratulations from dignitaries on Canada's Birthday; Congratulations from dignitaries for the new Speaker; Letters of appreciation for official visits; Letters of invitation to foreign official visits; Statement issued by Cuban Nobel Peace Prize for 1983; Letter of sympathy on the loss of lives subsequent to the shooting down of a Korean Airlines jetliner by the Soviet Union; Letter re. inhumanity of Israel's blockage of West Beirut.

120/2 (Vol 2) The Speaker - Correspondence - Dignitaries

Correspondence relating to issues brought to the Speaker's attention from dignitaries all over the world. See entry above of description of various subjects covered in the correspondence.

Box 7 (cont'd)

120/4/01

The Speaker - Correspondence - Foreign Countries

1981 to 1984

Correspondence relating to such issues as: The adoption of a resolution dealing with international peace and security in the Middle East; Resolutions received from North Korea and the Republic of Cyprus, etc.

210

Sergeant-at-Arms Precincts of Parliament - General

1980 to 1987

Correspondence explaining what is meant by "Precincts of the House of Commons", installation of a plaque, tour of the Parliament Building by a member of the Australian Parliament House Construction Authority, providing members with a chapel within the precincts, new name for the Metropolitan Life Building, renovations to Center Block.

215

**The Sergeant-At-Arms - The Chamber - Seating
Plan/Projection of Seats**

1979 to 1985

General correspondence, inquiries and answers respecting the number of seats in the House of Commons

460

Public Bills Office

1987 to 1988

Briefing Note to the Administrative Committee respecting the Public Bills Office; Memorandum explaining the purpose, mandate and activities of the Public Bills Office, memorandum respecting Bill C-83.

470-10

**Parliamentary Relations Secretariat - Parliamentary
Accommodations**

1984 to 1988

Correspondence respecting the needs of the House of Commons for additional space such as the acquisition of the Justice Bldg. and the need for Canada Post to vacate the space in the Wellington Bldg., minutes of the Accommodation Task Force; Briefing notes re. Accommodation needs.

Box 7 (cont'd)

Support Services - Broadcasting

1980 to 1984

General correspondence, reports, etc. respecting the provision of T.V. coverage and radio broadcasting of House of Commons committees, borrowing of audio-video tapes, establishing of the Broadcasting Branch.

BOX 7

Clerk's Sector, Visiting Clerks and Other - P.M. Ohira, Japan

1980

Arrangements, scenario for the Address to the Members of the Senate and of the House of Commons by the Prime Minister of Japan, the detailed program, seating arrangements in Galleries and Floor of the Chamber for Prime Minister Ohira's address.

Clerk's Sector Visiting Clerks and Others (1978 - 1982)

1978 to 1982

General correspondence respecting visits to Canada and from Canada and within Canada, letters of appreciation, agenda, programs.

Clerk's Sector Visiting Clerks and Others (1983 - 1987)

1983 to 1987

General correspondence respecting visits to Canada and from Canada and within Canada, letters of appreciation, agenda, programs.

House of Commons Appointments

1979 to 1983

Copy of news release re appointment of Charles Beverly Koester as Clerk of the House, appointment of Mr. Paul J. Gauvin as Comptroller, etc., listing of Governor in Council Appointees

BOX 8

Board of Internal Economy - Agenda

1986 to 1987

Copies of draft agenda for meeting of the Board.

Box 8 (contd)

Sergeant-at-Arm's Sector Security

1980 to 1985

Memorandum respecting thefts, letter to Speaker respecting incident in Chamber wherein Protective Staff were present, memorandum respecting arrangements when World Leaders were participating in the Summit in the East Block, notice of Security Information Sessions, copy of contract with Burns International Services Ltd., list of persons to contact in case of an emergency or for the issuance of keys.

Box 8 (cont'd)

House of Commons Commissioners of Internal Economy

1981 to 1987

Minutes of meetings of the Commissioners of Internal Economy and the Board of Internal Economy

Board of Internal Economy

1970 to 1981

Copies of minutes and extracts of meetings of the Board of Internal Economy.

House of Commons Briefing Notes to the Board of Internal Economy (BOIE)

1986 to 1987

Copies of Briefing Notes.

House of Commons Communications

1986 to 1987

Correspondence respecting the establishment of a communications strategy, briefing note to the Board of Internal Economy, draft of Activity Recommendations for communications plan.

House of Commons Executive Committee

1979 to 1987

Briefing Notes, copies of Minutes, records of decisions

House of Commons Officers of the House

1979 to 1980

Correspondence respecting salaries of Order-in-Council positions, resignation of Alistair Fraser, as Clerk of the House of Commons, comparative studies, position description of the Comptroller.

Box 8 (cm'd)

HOUSE OF COMMONS

CLERKS OFFICE

SUBJECT FILES

1975 TO 1988

1BOX

FROM

TO

105-2

1080-4

CONTENT

CH 105-2 Organisations- Administration

1979 to 1986

Contains correspondence on the administration of the House of Commons.

-Background-Auditor General Report (1986)

-Original letter-Arthur Silverman accepting job as House Administrator.

CH 105-3-2 Administration-Clerk of the House-Committees

1975

Monograph "A Proposal for Restructuring the Committee System of the Canadian House of Commons" by then University of Saskatchewan Associate Professor of History **C.B. Koester**.

CH 105-3-4 Organisations-Clerk of the House-Law Clerk

1984 to 1988

General correspondence on the role of the Law Clerk, survey and consultant report of 1988.

BOX 8 (cont'd)

CH 160 Association of Former Parliamentarians

1985 to 1988

Correspondence on the establishment and promotion of an Association of Former Federal Parliamentarian.

CH 200-3-2 Board of internal Economy-Televising of Committees

1982 to 1986

General correspondence on the Boards decisions and rules on the televising of House of Commons committees.

CH 220/P1 Conferences-Parliamentary-Forum on the status of the disabled

1988

General correspondence on the first national parliamentary forum on the disabled.

CH 1035-0 Bilingualism and Official Languages-Policy

1981 to 1988

General correspondence and policy proposal on evaluation of second language proficiency for employees of the House of Commons.

Correspondence between chairman of the Public Service Commission and Clerk of the House.

CH 1035-1 Bilingualism and Official Languages- General

1984 to 1985

Report-Official Languages NEW DIRECTIONS AND INITIATIVES Public Service Commission November 1984.

Box 8

CH 1035-2 Bilingualism and Official Languages- Action Plan

1981 to 1984

1984 executive summary, survey and action plan on Bilingualism at the House of Commons.

CH 1035-3 Bilingualism and Official Languages-Reports

1984 to 1988

Linguistic study of the administration organization of the House of Commons and follow up report.

CH 1080-4 Employment and staffing- Disabled and Handicapped Program

1986 to 1988

House of Commons report of the task force on the disabled and the handicapped

General correspondence and policy.