

② RG 62 File Key Code
(Index to File Numbers)

L.J. BYRNE - FILING SYSTEM

①
FA 62-2

1. LOTTERIES
2. TICKET UPTAKE STUDIES & OBJECT
3. MERCHANDISING EFFECTS/COMMSN STRUC.
4. SOC - ECON STUDIES
5. PREMIUM BONDS
6. PRODUCT DEVELOPMENT (*New Lotto Game*)
7. FUTURE DEVELOPMENTS
8. A PROJECT IMMEDIATE - *Correspondence*
8. B. " " - *General*
9. WINNER'S BROCHURE
10. PAT'S STUDY
11. ORGANIZATION - STUDY
12. BOARD OF DIRECTORS MEETING DEC 77 - J. BYRNE
13. BUDGETS & NET REVENUE
14. INTERNAL BUDGETS
15. L.C. EVALUATION
16. STAFF
17. ORGANIZATION & ADMINISTRATION
18. OPTION & CABINET DOCUMENTS
19. CABINET DOCUMENTS & RDS
20. LOTO CANADA: INFO & POLICY STATEMENT
21. FEDERAL/PROVINCIAL RETURNS
22. GAMBLING ETHOS & PSYCH.
23. GAMBLING GENERAL
24. WHOLESALERS' - QUOTAS
25. PERFORMANCE ANALYSIS - (SALES)
26. 3RD DRAW
27. 4TH DRAW
28. 5TH DRAW

- 29. 6TH DRAW
- 30. 7TH DRAW
- 31. 8TH DRAW
- 32. 9TH DRAW
- 33. 10TH DRAW
- 34. 11TH DRAW
- 35. INSTANT PROJECT
- 36. NOS. GAMES
- 37. GALLUP
- 38. OLY SALES
- 39. FINANCIAL INSTITUTIONS ANALYSIS
- 40. COMMISSION STRUCTURE
- 41. TERRITORY PROFILE - NFLD
- 42. OVERALL MARKET & MARKET SITUATION
- 43. CHARITABLE DONATION
- 44. CONSULTANT
- 45. TERRITORY ANALYSIS
- 46. TERRITORIAL CHANGES & CONFLICTS
- 47. WINNER EVENTS
- 48. LOTTERY BASED ON CANADA SAVINGS BONDS
- 49. INTERNATIONAL SALES
- 50. MERCHANDISING EFFECTS
- 51. OFF-TRACK BETTING
- 52. ATLANTIC LOTTERY
- 53. WESTERN LOTTERY
- 54. HOCKEY POOL ✓
- 55. PRIZE STRUCTURE
- 56. CODE OF ETHICS - LOTO CANADA
- 57. DISTRIBUTORS

- 58. Personnel Matters
- 59. Draw Mechanics & Odds
- 60. Regina Conference
- 61. Treasury Board - Submissions
- 62. Kiosks
- 63. Non-Profit Organizations
- 64. Incentive Schemes
- 65.



Loto
Canada

255 rue Albert St.
Ottawa, Ontario
K1A 1C5

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March 7, 1978

le 7 mars 1978

TO: All Personnel

A: Tout le personnel

Re: Central Registry

Objet: Service des dossiers

The Central Registry is now fully operational. The files of all areas, with the exclusion of personnel, treasury and marketing, are located in the administration area. The files of treasury and marketing, while part of the central system, will continue to be located in their working areas and administered by the secretaries concerned. These files, however, are listed in the attachment.

Le service des dossiers est maintenant opérationnel dans son intégralité. Les dossiers de tous les secteurs, à l'exception du personnel, du trésor et du marketing, se trouvent dans le secteur de l'administration. Quoique les dossiers du trésor et du marketing fassent partie du système central, ils demeureront dans leur secteur respectif de travail et leur gestion sera assurée par les secrétaires. Ces dossiers, cependant, sont catalogués sur la pièce jointe.

If you should wish to obtain any letter or other documentation on file, it is only necessary to request it of one of the file clerks. For this system to operate effectively, however, it is important that the appropriate file number be placed on all correspondence and that file copies be sent to the central registry.

Si vous désirez vous procurer une lettre ou un document quelconque dans un dossier, vous n'avez qu'à demander la pièce en question à l'un des commis aux dossiers. Pour que ce système fonctionne bien toutefois, il est important que le numéro de dossier approprié soit inscrit sur toute correspondance interne, et que les copies de dossier soient envoyées au service des dossiers.

I am appending a list of filing codes as well as an outline of how the central registry will work.

Vous trouverez ci-jointe une liste des numéros de dossier et de leur désignation ainsi qu'un exposé succinct du fonctionnement du service des dossiers.

L.J. Byrne,
Corporate Secretary/Le Secrétaire
de la société

Attach.

pièce jointe

USE OF THE CENTRAL REGISTRY

- 1) When mail comes in the morning, it will be opened and processed by the mail clerk and two registry clerks. Each piece of mail will be identified for destination and will be encoded according to the central registry code. If there is any previous correspondence on this subject, the clerk will extract it from the files and attach it to the incoming correspondence. It will then be placed in a temporary docket and given to the person in question.
- 2) The destinator will deal with the piece of mail in whatever manner is necessary and will attach a copy of the outgoing correspondence to the file in the temporary docket. It will then be returned to the central registry for filing in the permanent files. It is absolutely necessary that all secretaries and managers return files to the central registry as soon as the material has been dealt with.
- 3) Should any individual wish to obtain material from the central registry, it will be necessary to ask one of the clerks to obtain material for him. At this time, an "out" card will be filled in stating to whom the material has gone. Every attempt will be made to cover all the working hours from 8:00 a.m. to 5:30 p.m., in order to provide uninterrupted service. It is essential that, other than through the registry clerks, there be virtually no access to the files since the files will start to disappear in those circumstances.
- 4) All Loto Canada staff will have available a copy of the filing codes and can ask for a docket to be retrieved.
- 5) A copy of all memos, circulars, documents, press releases, proposals, minutes of meetings, etc., as well as a central registry copy of all outgoing correspondence should be given to the central registry clerks for filing.

TREASURY FILING SYSTEM

- Account Numbers
- Accounts Payable Procedures
see: Financial Administration Manual
- Advertising
- Analysis of Territories
(Comstat)
- Athlete Assistance Program
77-78
- Atlantic Lottery
- Attitudinal Study
- Audit Advertising
- Audit Committee
- Audit Service Bureau
- Auditor General
- Banking Arrangements
- B. F. File
- Board of Directors
- Bonanaza Lottery Draw #2
- Boulanger, Yvon Ltée
- Brinks Deliveries & Shipment
Schedule
- Budget Recap 1977-1978
- By-Law #1 - Transaction
- Revised Budget 1978-1979
Calgary Office
- 1st Budget 1978-1979
Canada Council
- Building Evacuation
- Canada Games
- Business and Shipping Addresses
- Canadian Chamber of Commerce
- Canadian Institute of Chartered
Accounts
- Canadian Olympic Association
- Cancellation of Tickets
- Career Assignment Program
(Cap News)
- Champlain Productions
- Civil Service Co-op
- Commercial Supply
- Conflicts of Interest Guidelines
- Contingency Funds
- Contract Agreements
- Coopers & Lybrand
- Corporate Automobiles
- Corporate Automobiles for Tires
and Tubes
- Corporate Automobiles Fleet
Management Information Systems
- Corporate Automobiles Gvt. Motor
Vehicle Sp.
- Creative Research Group
- Development Study of Innovations
- Dekovision Inc.
- Disposal Policy
- Distribution Zodiac Enrg.
- Distributors
- Dominion Securities

Draw # 1	Health Unit
Draw # 2	Hickling Johnston Ltd.
Draw # 3	The Houston Group
Draw # 4	Indemnity Agreements
Draw # 5	Indemnity Agreements (Signed)
Draw # 6	Indemnity Agreements (Non-Part)
Draw # 7	Institute of Public Adm. of Canada
Draw # 8	Insurance Coverage/Compagnies
St. Valentine	Interest on Loan
Drawings Date & Locations	Internal Accounting Procedures
Edmonton Office	Internal Auditor
Employees List	Internal Requisition
Evaluation of Prizes	Inventory & Control of Tickets Forms
Execution of Instruments	Inventory & Control of Tickets Stats
Federal Institute of Management	Investment Policy
Finance, Deputy Minister of ...	Iroquois Club
Financial Administration Manual	Job Description
Financial Institutions	Lost or Stolen Tickets
Financial Statements	Loto Quebec
Frazer & Otton	Lottery Commission (Nova Scotia)
General File	MacCall Communications Inc.
Glen-Warren Production	Mail Sales Policy
Gift Policy	Mailing
Group 50	Management Committee Meetings
Hamersley Corporation	Bureau of Management Consulting
Health & Welfare Canada	Management Seminar

Treasury Filing System - Cont'd

.../3

- Marketing
- McDonald, Clyde Inc.
- Metric Commission Canada
- Moncton Office
- National Lottery Regulations
- National Wholesalers Conference
- Net Revenue
- Net Revenue/Cheque Deposit Procedures
- Non-Profit Organizations
- Nordwest Loto
- Official Language Policy
- Ogilvy, Montgomery & Others
- Olivier & Ouellet Ing.
- Olympic Lottery
- Ontario Lottery Corporation
- Operating Budget
- Organigramme & Responsibilities
- Ottawa Board of Trade
- Overview Activities
- Parking Policy
- Peat, Marwick & Partners
- Personal Service Contracts
- Personnel - Loto Canada
- Personnel Estimates
- Personnel Manual: Topical Index
- Personnel Report
- Point of Sale Distribution (POS)
- Policy Exclusivity
- Policy Statements & Info. Book
- Policy Suggestions
- Postal Procedures
- President's Office
- Privy Council Committee
- Prize Money Policy
- Promotional Incentives
- Provincial Lottery - Western Canada
- Provincial & Wintario Organization
- Public Gaming
- Public Relations 77-78
- Publicity
- Purchasing Policy
- Purpose of Loto Canada
- Raymond, Chabot, Martin, Paré, C.A.
- Research Activities
- Regional Reorganization
- Retail Blitz
- Retail Expansion
- Retailers' Incentive Program
- Retailers' 1% Commission
- Retailers' Lottery System

Treasury Filing System - Cont'd

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REVENUES

- Revenue & Expense Budget
76-77
- Revenue & Expense Budget
77-78
- Revenue & Expense Forecast
- Revenue & Expense Proposed
Budget
- Revenue & Expense Statements
- Royal Bank of Canada
- Royal Commission on Financial
Management and Accountability
- Salary Administration

- Schedules of Shipments
- SDL
- SMA Inc.
- Loto Canada Solicitor
- Space Requirements
- Sports Canada
- Staffing & Employment Policy
- Sunshine Sweepstakes
- Supply & Services
- Swedish Lottery Program
- Telephone Procedures for
Winners

SALES

- Sales Plan Increasing
- Sales Organization Plan
- Bank Sales
- Estimate Results of Sales
- Financial Instit. Sales
Report
- Sales by Province
- Sales Report
- Sales Statistics
- Sales Summary

- Ticket Allocation
- Ticket Orders
- Ticket Printing
- Ticket Specimen
- Toronto Office
- Touch, Ross & Co.
- Tracking Study
- Trade Policy
- Training Project Schedule
- Travel Guidelines

Samson, Bélair & Assoc.

La Sapinière

Saskatoon Office

Security Clearance Program

Security Procedures

TREASURY BOARD

- General File
- Bill C-20
- Bill C-94
- Budget: Crown Corp. Capital
Budget

Treasury Filing System - Cont'd

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- By-Laws
- T.B. Circ. 77-18: Commercial Practices in International Trade
- Corporations: Govern. Owned & Contr.
- Credit Card Policy
- Crown Debt Regulations
- Exposition Center (Canadian Government)
- Financial Administration Act
- Furniture & Furnishings Policy
- Hospitality Directives
- Membership Fees Policy
- Petty Cash Advances
- Circ. 77-45: Reciprocal Taxation with Provincial Government
- Circ. 77-34: Reports of the Auditor General 76-77
- Telecommunications Guide
- News Release
- Circ. 77-41: Restrictions on Payment Requisitioning Authorities
- Vote 15
- Tremblay, Pierre (Publicity)
- A. G. Trickey, Personal
- Tri-Locan Inc.
- U.S.A. Application for Fidelity Bond
- Vancouver Office
- Vehicle Rental Agreement Champlain
- Vickers & Benson Ltd.
- Vickers Investment Co. Guide
- Warehousing & Distribution of Loto Canada Tickets (see also Royal Bank)
- Wholesalers
- Winners Receptions
- Winnings Distribution
- Winning Numbers
- Year End Closing
- Yonge-Eglinton Center
- Xerox Professional Selling Skills

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100 - CORRESPONDENCE - GENERAL COMMENTS

- 0 General
- 1 Opposition to Lotteries
- 2 Enquiries and comments on Loto Canada Advertising
- 3 Enquiries and comments on Loto Canada Draw Shows
- 4 Enquiries and comments on Loto Canada Revenues and Disbursements
- 5 Requests for Loto Canada Funding
- 6 Requests for Loto Canada Information Kit
- 7 Requests for Promotional Material
- 8 Statistics on Ticket Sales
- 9 Draw Schedule

101 - CORRESPONDENCE - LOTO CANADA ANNUAL REPORT -

REQUESTS

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General

102 - CORRESPONDENCE - INFORMATION ON TELEVISED
DRAWS

-1 General

110 - CORRESPONDENCE - OTHER LOTTERIES - QUERIES

- 0 General
- 1 Olympic Lottery
- 2 Ontario Lottery
- 2-1 Wintario
- 2-2 Provincial
- 3 Quebec Lotteries
- 3-1 Mini Loto
- 3-2 Inter Loto
- 3-3 Super Loto
- 3-4 Loto Perfecta
- 4 Western Lotteries
- 5 Atlantic Lotteries
- 6 International Lotteries

120 - CORRESPONDENCE - TICKET PURCHASE - RETAILERS

- 0 General
- 1 Enquires and Requests on Retail
- 2 Complaints and Suggestions on Retail

121 - CORRESPONDENCE - TICKET PURCHASE -

MAIL ORDERS

- 1 Requests for Mail Order Forms
- 2 Incomplete requests (e.g. unsigned cheques, wrong mount..)
- 3 Group Purchase forms sent back to sender
- 4 Order Forms, no money sent

122 - CORRESPONDENCE - TICKET PURCHASE - MAIL ORDER COMPLAINTS

- 1 Delay in receiving tickets
- 1-1 Information on mail
- 1-2 Mail order forms, complaints and comments (re: late tickets, unsatisfactory service etc.)
- 2 Unsatisfactory ticket numbers
- 3 Late ticket purchase order - tickets for next draw sent
- 4 Ticket orders

123 - CORRESPONDENCE - ANONYMOUS CORRESPONDENCE

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General

124 - CORRESPONDENCE - LOST OR STOLEN TICKETS

- 1 Lost Tickets
- 2 Stolen Tickets
- 3 Damaged Tickets
- 4 Replace tickets (due to theft, loss, damage etc..)

130 - CORRESPONDENCE - PRIZE STRUCTURE

-1 Enquiries and requests for clarification

131 - CORRESPONDENCE - PRIZE STRUCTURE - COMPLAINTS

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General

140 - CORRESPONDENCE - DRAW PROCEDURE

- 1 Enquiries and requests on computer
- 2 Enquiries and requests on eligibility of numbers

141 - CORRESPONDENCE - DRAW PROCEDURE - COMPLAINTS &
SUGGESTIONS

-1 General

150 - CORRESPONDENCE - WINNING NUMBERS

- 1 Information about winning numbers
- 2 Permanent mailing list
- 3 Winners

151 - CORRESPONDENCE - WINNING NUMBERS - COMPLAINTS

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General

160 - CORRESPONDENCE - PRIZES - ENQUIRIES

- 1 How to claim winnings'
- 2 Questions from holders of non-winning tickets
- 2-1 *Passward non winner (Chance indicated in slot)*
- 3 Requests for tickets instead of prize money
- 4 Lost cheques
- 5 Stolen cheques
- 6 Tickets more than one year old
- 7 Request for money, wrong portion of stub
- 8 Winning Stubs - Anonymous

161 - CORRESPONDENCE - PRIZES - COMPLAINTS

-1 Delays in receiving prize money

180 - CORRESPONDENCE - SALES AGENTS - ENQUIRIES

- 1 How to become wholesaler
- 2 How to become retailer
- 3 Inquiries about foreign sales
- 4 Incentive programs
- 5 Change of address

181 - CORRESPONDENCE - SALES AGENTS - COMPLAINTS & SUGGESTIONS

- 1 About Distributors
- 2 About Retailers
- 3 From Distributors
- 4 From Retailers
- 5 About Incentive Programs

190 - CORRESPONDENCE - LOTO CANADA DRAWS IN 1978 -

INTERMEDIATE DRAWS

- 0 February 14, 1978
- 1 May 12, 1978
- 2 July 7, 1978

191 - CORRESPONDENCE - LOTO CANADA DRAWS IN 1978 -

REGULAR DRAWS

- 0 January 8, 1978
- 1 April 2, 1978
- 2 June 9, 1978
- 3 August 4, 1978

192 - CORRESPONDENCE - LOTO CANADA DRAWS IN 1978 -

PHOTOCOPIES OF WINNING TICKETS (STUBS)

-0

General

200 - LOTO CANADA - GENERAL

- 1 Annual Report
- 2 News Release
- 3 Public Appearances & Papers

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202 - LOTO CANADA - PUBLIC RELATIONS

-1 General

205 - LOTO CANADA-BACKGROUND

- 1 General
- 2 Lottery Regulations
- 3 Pre-Incorporation
- 4 Federal - Provincial Relations

210 - LOTO CANADA - POLICY

- 1 General
- 2 *Trade Policy*

220 - DRAWS - GENERAL

- 1 Dates and Locations
- 2 Draw Possibilities
- 3 Computer Program
- 4 Product Characteristics
- 4-1 Evaluation of Prizes
- 4-2 List of Winners
- 4-3 Winnings Distribution

230 - MAJOR DRAWS - DATES

- 1 Draw 1 - December 5, 1976
- 2 Draw 2 - March 13, 1977
- 3 Draw 3 - June 19, 1977
- 4 Draw 4 - October 9, 1977
- 5 Draw 5 - January 8, 1978
- 6 Draw 6 - April 2, 1978
- 7 Draw 7 - June 9, 1978
- 8 Draw 8 - August 4, 1978
- 9 Draw 9 - October 6, 1978
- 10 Draw 10 - December 1, 1978
- 11 Draw 11 - February 9, 1979

240 - DRAWS - INTERMEDIATE DRAWS - DATES

- 1 February 14, 1978
- 2 May 12, 1978
- 3 July 7, 1978
- 4 September 1, 1978
- 5 November 3, 1978
- 6 January 5, 1979
- 7 March 2, 1979

250 - REVENUE DISBURSEMENT - GENERAL

- 1 General
- 2 Net Revenue

255 - REVENUE DISBURSEMENT - AMATEUR SPORT

- 1 Canadian Olympic Association
- 2 Commonwealth Games
- 3 Sports Canada

270 - LOTO CANADA COMMITTEES - ANALYSTS COMMITTEE

- 1 General
- 2 Meetings
- 2-1 Meeting - January 17, 1977
- 2-2 Meeting - January 24, 1977
- 2-3 Meeting - January 31, 1977
- 2-4 Meeting - February 7, 1977
- 2-5 Meeting - February 14, 1977
- 2-6 Meeting - February 21, 1977
- 2-7 Meeting - February 28, 1977
- 2-8 Meeting - March 7, 1977

271 - LOTO CANADA COMMITTEES - AUDIT COMMITTEE

- 1 General
- 2-1 Meeting - August 5, 1977
- 2-2 Meeting - September 8, 1977
- 2-3 Meeting - December 5, 1977

272 - LOTO CANADA COMMITTEES - BOARD OF DIRECTORS COMMITTEE

-1 General

272 - LOTO CANADA COMMITTEES - BOARD OF DIRECTORS COMMITTEEMEETINGS

- 2-1 January 13, 1977
- 2-2 January 14, 1977
- 2-3 February 3, 1977
- 2-4 March 3, 1977
- 2-5 April 14, 1977
- 2-6 May 19, 1977
- 2-7 June 18, 1977
- 2-8 July 7, 1977
- 2-9 August 4, 1977
- 2-10 August 5, 1977
- 2-11 September 8, 1977
- 2-12 September 9, 1977
- 2-13 October 6, 1977
- 2-14 November 3, 1977
- 2-15 December 5, 1977
- 2-16 February 2, 1978
- 2-17 March 2, 1978
- 2-18 April 5, 1978
- 2-19 May 4, 1978

272 - LOTO CANADA COMMITTEES - BOARD OF DIRECTORS COMMITTEE

RESOLUTIONS

- 3-1 #1 June 18, 1976 - Consultant Service
- 3-2 #2 June 21, 1976 - Financial Administration
- 3-3 #3 June 24, 1976 -
- 3-4 #4 June 24, 1976 - Corporate Auditor
- 3-5 #5 June 24, 1976 - Consultant Service
- 3-6 #6 July 9, 1976 - Prize List - Draw 1
- 3-7 -7 July 23, 1976 - Technical Review Committee
- 3-8 #8 July 23, 1976 - Location 1st & 2nd Draw
- 3-9 #9 July 26, 1976 - Postal Order, Computer Programme for Draw
- 3-10 #10 August 13, 1976 - Wholesalers
- 3-11 #11 August 18, 1976 - Banks
- 3-12 #12 August 18, 1976 - New Bank Royal
- 3-13 #13 September 23, 1976 - Investments
- 3-14 #14 September 29, 1976 - Prize List Draw 2
- 3-15 #15 October 28, 1976 - Change Prize Structure Draw 1
- 3-16 #16 November 1, 1976 - New Treasurer
- 3-17 #17 November 30, 1976 - Warehousing Tickets
- 3-18 #18 November 30, 1976 - Gifts
- 3-19 #19 November 30, 1976 - Printing Tickets
- 3-20 #20 November 30, 1976 - Samson Belair
- 3-21 #21 November 30, 1976 - Sales Stimulating Programme
- 3-22 #22 December 2, 1976 - Secretary
- 3-23 #23 December 2, 1976 - Changes Wholesalers
- 3-24 #24 December 2, 1976 - Prizes not won Draw #1
- 3-25 #25 December 2, 1976 - Publicity Agent
- 3-26 #26 December 2, 1976 - Shows

- 3-27 #27 December 2, 1976 - Winners
- 3-28 #28 December 10, 1976 - Budget
- 3-29 #29 December 13, 1976 - Revenues
- 3-30 #30 December 16, 1976 - Change in Prize Structure Draw #2
- 3-31 #31 December 20, 1976 - Trips
- 3-32 #32 January 1977 - Board of Directors

273 - LOTO CANADA COMMITTEES - EXECUTIVE COMMITTEE

- 1 General
- 2-1 Meeting - June 6, 1976
- 2-2 Meeting - June 18, 1976
- 2-3 Meeting - June 30, 1976
- 2-4 Meeting - July 13, 1976
- 2-5 Meeting - July 20, 1976
- 2-6 Meeting - July 22, 1976
- 2-7 Meeting - July 30, 1976
- 2-8 Meeting - August 13, 1976
- 2-9 Meeting - August 18, 1976
- 2-10 Meeting - September 7, 1976
- 2-11 Meeting - September 8, 1976
- 2-12 Meeting - September 10, 1976
- 2-13 Meeting - September 20, 1976
- 2-14 Meeting - September 23, 1976
- 2-15 Meeting - September 27, 1976
- 2-16 Meeting - October 4, 1976
- 2-17 Meeting - October 5, 1976
- 2-18 Meeting - October 12, 1976
- 2-19 Meeting - October 18, 1976
- 2-20 Meeting - October 25, 1976
- 2-21 Meeting - November 1, 1976
- 2-22 Meeting - November 8, 1976
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- 2-24 Meeting - November 16, 1976
- 2-25 Meeting - November 22, 1976

- 2-26 Meeting - November 29, 1976
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- 2-29 Meeting - December 20, 1976
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- 2-31 Meeting - January 4, 1977
- 2-32 Meeting - January 5, 1977
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- 2-34 Meeting - January 17, 1977
- 2-35 Meeting - January 24, 1977
- 2-36 Meeting - January 31, 1977
- 2-37 Meeting - February 7, 1977
- 2-38 Meeting - March 21, 1977
- 2-39 Meeting - March 28, 1978
- 2-40 Meeting - April 4, 1978
- 2-41 .. - May 9, 1978

274 - LOTO CANADA COMMITTEES - MANAGEMENT COMMITTEE

- 1 General
- 2-1 Meeting - November 29, 1976
- 2-2 Meeting - December 2, 1976
- 2-3 Meeting - December 13, 1976
- 2-4 Meeting - December 20, 1976
- 2-5 Meeting - January 10, 1977
- 2-6 Meeting - January 17, 1977
- 2-7 Meeting - January 24, 1977
- 2-8 Meeting - January 31, 1977
- 2-9 Meeting - February 7, 1977
- 2-10 Meeting - February 14, 1977
- 2-11 Meeting - February 21, 1977
- 2-12 Meeting - February 28, 1977
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- 2-15 Meeting - March 28, 1977
- 2-16 Meeting - April 4, 1977
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- 2-18 Meeting - April 25, 1977
- 2-19 Meeting - May 9, 1977
- 2-20 Meeting - May 19, 1977
- 2-21 Meeting - May 24, 1977
- 2-22 Meeting - June 6, 1977
- 2-23 Meeting - June 27, 1977

- 2-24 Meeting - September 12, 1977
- 2-25 Meeting - September 26, 1977
- 2-26 Meeting - October 3, 1977
- 2-27 Meeting - October 17, 1977
- 2-28 Meeting - October 31, 1977
- 2-29 Meeting - November 21, 1977
- 2-30 Meeting - December 13, 1977
- 2-31 Meeting - January 30, 1978
- 2-32 Meeting - February 6, 1978
- 2-33 Meeting - February 20, 1978
- 2-34 Meeting - March 6, 1978

275 - LOTO CANADA COMMITTEES - MARKETING COMMITTEE

- 1 General
- 2-1 Meeting - May 9, 1977

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276 - LOTO CANADA COMMITTEES - SELECTION COMMITTEE

-1 General

277 - LOTO CANADA COMMITTEES - STEERING COMMITTEE

- 1 General

- 2 Meetings
- 2-1 Meeting - April 5, 1977
- 2-2 Meeting - July 4, 1977

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278 - LOTO CANADA COMMITTEES - TECHNICAL REVIEW COMMITTEE

-1 General

280 - LEGAL AND CORPORATE MATTERS - GENERAL

- 0 General
- 1 Appointments - Board of Directors, etc.
- 2 Annual Report
- 3 Auditor General
- 4 By-Laws
- 5 National Lottery Regulations
- 6 Bill C-94
- 7 Loto Canada Incorporation Act

281 - LEGAL & CORPORATE MATTERS - POLICY

- 1 Purchase of Tickets by Employees

282 - LEGAL & CORPORATE MATTERS - LEGISLATION

- 1 Criminal Code
- 2 Civil Code
- 3 Code of Ethics

63

283 - LEGAL & CORPORATE MATTERS - LOST, STOLEN AND
DESTROYED TICKETS

- 1 Winners

- 2 Affidavits

284 - LEGAL & CORPORATE MATTERS - WINNERS RIGHTS AND
OBLIGATIONS

- 0 General
- 1 Prize Receipt Letters

285 - LEGAL & CORPORATE MATTERS - RECEIPTS OF PRIZE
MONEY

- 0 General

- 1 Minors

- 2 Deceased

286 - LEGAL & CORPORATE MATTERS - INTERNATIONAL
SALES

0 General

1 Applicants

2 Policy

67

287 - LEGAL & CORPORATE MATTERS - CORPORATE SOLICITOR

- 0 General

288 - LEGAL & CORPORATE MATTERS - CONTRACTS, AGREEMENTS
AND SUITS

- 0 General
- 1 Indemnity Agreements
- 2-1 Contracts - Audit Services Bureau
- 2-2 Contracts - Bank of Montreal
- 2-3 Contracts - Yvon Boulanger
- 2-4 Contracts - BMC
- 2-5 Contracts - Champlain Productions
- 2-6 Contracts - Comshare
- 2-7 Contracts - Currie, Cooper, Lybrand
- 2-8 Contracts - Dekovision
- 2-9 Contracts - Alex Farant
- 2-10 Contracts - Richard Gaul
- 2-11 Contracts - Saul Goldberg
- 2-12 Contracts - Hamilton Performing Arts
- 2-13 Contracts - Hickling & Johnston
- 2-14 Contracts - IST
- 2-15 Contracts - Jean Lafontaine
- 2-16 Contracts - Ed Nodwell
- 2-17 Contracts - Parade Display
- 2-18 Contracts - Peat Marwick
- 2-19 Contracts - J. Ross
- 2-20 Contracts - Royal Bank
- 2-21 Contracts - Samson Bélair
- 2-22 Contracts - Larry Shapiro
- 2-23 Contracts - SDL

- 2-24 Contracts - David Tighe
- 2-25 Contracts - Tri-Locan
- 2-26 Contracts - University of Sherbrooke
- 2-27 Contracts - George Welch
- 2-28 Contracts - SMA
- 2-29 Contracts - Wm. Meiklejohn & Assoc.
- 2-30 Contracts - Dalhousie College
- 2-31 Contracts - Centennial Theater
- 2-32 Contracts - Holiday Inn
- 2-33 Contracts - Toronto Dominion Bank
- 2-34 Contracts - R. Sylvestre
- 2-35 Contracts - Creative Research Group
- 2-36 Contracts - Comtemporary Research Center
- 2-37 Contracts - Olivier & Ouellette
- 2-38 Contracts - M. Lafontaine Inc.
- 2-39 Contracts - Comstat Consulting Services Ltd.
- 2-40 Contracts - Fostem Ltd.
- 2-41 Contracts - B.C.P.
- 2-42 Contracts - Bureau of Management Consulting Dept. Supply & Service
- 2-43 Contracts - Loto Quebec
- 2-44 Contracts - Communicom Inc.
- 2-45 Contracts - MacCall Communications Ltd.
- 2-46 Contracts - Bill Good Ltd.
- 2-47 Contracts - WKFM Communications for Management
- 2-48 Contracts - H. Roy Kaplan
- 2-49 Contracts - MacLaren Advertising
- 2-50 Contracts - Douglas Hartle
- 2-51 Contracts - Sportec Inc.

2-52 Contracts - Dan Pugliese & Associates
2-53 " - L'Agence ~~Saint~~ Simon
2-54 " - Western Lottery Foundation
2-55 " - Via Rail Canada

-3 Leases
-4 Suits

289 - LEGAL & CORPORATE MATTERS -RCMP

- 0 General
- 1 Roger Sauvé - Olympic Lottery
- 2 Investigation - J. Dion
- 3-1 Commercial Crime Branch - Millionaires' Club
- 3-2 Commercial Crime Branch - Lotto Shares/Retail Dream

290 - LEGAL & CORPORATE MATTERS - ADVERTISING

- 0 General

- 1 Code of Ethics

- 2 Formal Complaints

291 - LEGAL & CORPORATE MATTERS - SALES AGENTS

- 0 General
- 1 Wholesalers
- 1-1 Wholesalers Exclusivity Agreements
- 2 Claims against Wholesalers
- 3 Retailers

292 - LEGAL & CORPORATE MATTERS - LEGALITIES OF
DRAW

- 0 General

- 1 Computer

- 2 Tickets and Cheques

300 - PARLIAMENTARY LIAISON - GENERAL

- 1 General
- 2 Members of Parliament
- 3 Parliamentary Inquiry
- 4 *Correspondence signed by Mr Casseveau*
- 5 " " " *Minister*

310 - PERSONNEL - GENERAL

- 1 General
- 2 Estimates
- 3 Manual - Topical Index
- 4 Salary Administration
- 5 Job Description
- 6 Employees List
- 7 Staff Strength Report
- 8 Organigramme and Responsibilities
- 9 Training Project Schedule
- 10 Biography

315 - PERSONNEL - OFFICIAL LANGUAGE POLICY

- 1 General

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320 - PERSONNEL - STAFFING & EMPLOYMENT POLICY

- 1 General

325 - PERSONNEL - STAFF DEVELOPMENT

- 1 General
- 2 Training (incl. Language)

330 - SUPPORT SERVICES - ADMINISTRATION

- 1 General

- 2 Membership Cards - The Ottawa Board of Trade

- 3 Membership Cards - Canadian Institute of
Chartered Accountants

81

332 - SUPPORT SERVICES - MANAGEMENT CONSULTANTS

- 1

General

335 - SUPPORT SERVICES - ACCOMMODATION

- 0. General
- 1 Space Requirements

340 - SUPPORT SERVICES - SECURITY

- 1 General
- 2 Clearance
- 3 Procedures
- 4 Product Security

345 - SUPPORT SERVICES - POLICIES, GUIDELINES & PROCEDURES

- 0 General
- 1 Conflict of Interest Guidelines
- 2 Disposal Policy
- 3 Gift Policy
- 4 Postal Procedures
- 5 Parking Policy
- 6 Policy of Exclusivity
- 7 Policy Suggestions
- 8 Prize Money Policy
- 9 Purchasing Policy
- 10 Travel - Guidelines
- 11 Accounting
- 12 Hospitality Directive
- 13 Automobile Policy
- 14 Financial Administration
- 15 Investment Policy

360 - SUPPORT SERVICES - BUDGETS

- 0 General
- 1 1976
- 2 1977
- 3 1978
- 4 1979

400 - TERRITORIES - GENERAL

- 1 General

- 2 Development

- 3 Allocation

- 4 Provincial Code

405 - TERRITORIES - DESCRIPTION

- 1 General
- 2 Small Reference Maps
- 3 Census Maps

410 - SALES - POLICY

- 1 General

415 - SALES - GENERAL

- 0 General

- 1 Draw #1

- 2 Draw #2

- 3 Draw #3

- 4 Draw #4

- 5 Draw #5

- 6 Draw #6

430 - SALES - TICKETS

- 1 Ticket Specimen
- 2 Ticket Printing
- 3 Ticket Allocation
- 4 Brinks Delivery
- 5 Schedule of Shipments
- 6 Cancellation of Tickets

440 - SALES' - PROPOSALS

- 1 General

450 - SALES-AGENTS - WHOLESALERS

- 1 General

- 2 Atlantic Region

- 3 Quebec Region

- 4 Ontario Region

- 5 Prairie Region

- 6 Pacific Region

460 - SALES-AGENTS - RETAILERS

- 1 Incentive Programmes
- 2 Expansion
- 3 Lottery System
- 4 1% commission
- 5 Atlantic Region
- 6 Quebec Region
- 7 Ontario Region
- 8 Prairie Region
- 9 Pacific Region

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465 - SALES-AGENTS - MEETINGS

- 1 General

470 - SALES-AGENTS - COMMISSIONS INCENTIVE
PROGRAMMES

- 1 Bonanza Lottery
- 2 Mystery Shopper Programme
- 3 National Wholesalers Conference
- 4 Sunshine Sweepstakes
- 5 Commissions

490 - FINANCIAL INSTITUTIONS - GENERAL

- 1 General
- 2 Banking Arrangements
- 3 Incentives
- 4 Promotional Materials
- 5-0 Sales - General
- 5-1 Sales - 1st Draw
- 5-2 Sales - 2nd Draw
- 5-3 Sales - 3rd Draw
- 5-4 Sales - 4th Draw
- 5-5 Sales - 5th Draw
- 5-6 Sales - 6th Draw

- 6-0 Seminars - General
- 6-1 Sales Training & Management Development Seminar,
 Toronto, Ontario
- 6-2 Marketing Seminar - Citadel Inn, Halifax, N. S.
- 6-3 Marketing Seminar - La Sapinière, Quebec
- 6-4 Financial Institution Seminar - Montebello, Quebec
- 7 Visits & Meetings
- 8 1% Commission
- 9 Reports

495 - FINANCIAL INSTITUTIONS - WAREHOUSES

- 1 General

- 2 Royal Bank

500 - FINANCIAL INSTITUTIONS - BANKS

- 1 General (Correspondence, Letters of Agreements,
 etc.)

- 2 Association

- 3 POS Material

- 4 Sales

- 5 Ticket Returns

- 6 Visits & Meetings

505 - FINANCIAL INSTITUTIONS - CREDIT UNIONS

- 1 General (Correspondence, Letters of Agreements,
 etc.)

- 2 Association

- 3 POS Material

- 4 Sales

- 5 Ticket Returns

- 6 Visits and Meetings

510 - FINANCIAL INSTITUTIONS - TRUST COMPANIES

- 1 General (Correspondence, Letters of Agreements,
 etc.)

- 2 Association

- 3 POS Material

- 4 Sales

- 5 Ticket Returns

- 6 Visits & Meetings

600 - RESEARCH REPORTS - GENERAL

- 1 General
- 1-1 Research Consultants - General

- 2 Scientific Games Development Corp.
- 3 New Loto Canada Games
- 4 Instant Project
- 5 Future Strategy
- 6 Creative Research Group
- 7 Future Lottery Innovations
- 8 Proposal for a Tracking Study
- 9 Clientele Study
- 10 Situation Report & Research Branch Reports
- 11 Library
- 12 National Policy Towards Gambling
- 13 Social & Economic Studies

605 - RESEARCH REPORTS - OTHER LOTTERIES

- 1 General
- 2 Atlantic Lottery
- 3 International Lottery
- 4 Lottery Commission (Nova Scotia)
- 5 Loto Quebec
- 6 Northwest Loto
- 7 Olympic Lottery
- 8 Provincial Lottery
- 9 Provincial Lottery Western Canada
- 10 Special Lotteries
- 11 Swedish Lottery
- 12 Wintario