

MANUAL  
OF  
OFFICIAL PROCEDURE  
OF THE  
GOVERNMENT OF CANADA



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## INTRODUCTION

The *Manual of Official Procedure of the Government of Canada* has been prepared to fill a long-recognized need for quick and thorough guidance on the many constitutional and procedural issues on which the Prime Minister, individual ministers or the Government must from time to time exercise discretion and judgement.

The Manual examines the principal elements of government, states the legal position in given situations, and identifies the considerations relevant to decision and discretion in particular circumstances. Precedents are described and evolution outlined. Administrative procedures are defined and representative documents are included as sources or examples. The Manual is designed to be expanded to cover additional areas of interest and new practices arising from changes in law or custom.

The Manual was prepared in the Privy Council Office and is the work of its Special Advisor, Mr. Henry F. Davis, assisted by Mr. André Millar, who are responsible for its form as well as its content.

I do not believe that a guide to procedure of this nature has been produced elsewhere and I am confident that it will be of valuable assistance to my successors in the office of Prime Minister and to all those directly responsible for the process of government in Canada.



*Prime Minister*

Ottawa, 1968.

## USERS INSTRUCTIONS

The Manual is designed as a quick guide to the principal elements of government.

Subjects are grouped in sections according to governmental function. Sections are divided into chapters which deal with particular aspects of the matter as indicated by the chapter heading.

Chapters are subdivided into parts. Part I "Position" describes the situation where decisions may have to be taken or discretion exercised in stated circumstances. Part II "Background" outlines the pertinent background which has led to the present position. Part III "Procedure" prescribes the administrative action necessary to implement a decision and identifies those responsible for such action. Part IV "Ceremonial" deals with ceremonial where any is involved. A list of appendices appears at the end of each chapter where applicable.

The appendices are in a separate volume. All significant documents referred to in the text and identified by an asterisk are included. These are grouped according to chapters and are repeated where necessary. They include examples or suggested texts of implementing documents as well as background papers. Statutes are not included.

The Table of Contents lists the sections in alphabetical order and gives the page number for each chapter. It is fully descriptive so there is no index. A separate Table in the volume of appendices lists those chapters which have appendices.

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Appendices

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