



**Government of
Saskatchewan**

Annual Report 1996/97

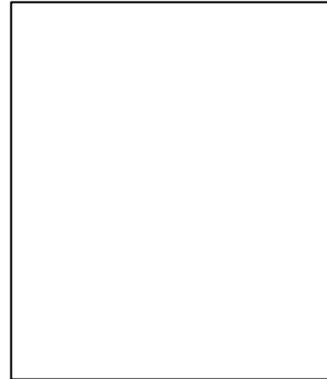
Saskatchewan Justice

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Letters of Transmittal

December 18, 1997



His Honour
The Honourable J.E.N. Wiebe
Lieutenant Governor of the Province of Saskatchewan

May It Please Your Honour:

I have the pleasure to transmit to your Honour the Annual Report of the Saskatchewan Department of Justice for the year ending March 31, 1997.

Respectfully submitted,

The Honourable John T. Nilson, Q.C.
Minister of Justice and Attorney General

December 18, 1997

The Honourable John T. Nilson, Q.C.
Minister of Justice and Attorney General
Province of Saskatchewan



Dear Mr. Nilson:

I have the pleasure to submit for your consideration the Annual Report of the Saskatchewan Department of Justice for the year ending March 31, 1997.

As you will know, the department through the development and implementation of its Strategic Plan, has focused attention on developing a comprehensive and balanced response to the challenges of administering our justice system.

The justice system is premised on the existence of basic standards of conduct that bind all members of society together. If these standards are widely understood and fairly enforced, we all enjoy a society that is cohesive, secure and respectful of individual and collective rights. Through controlling the abuse of power, facilitating human interaction and maintaining an efficient and stable legal order, we support a healthier provincial community.

At the same time, we recognize that offenders and victims also benefit from a constructive response. We are committed to holding offenders to account in ways that reduce the likelihood of re-offending and which respect victim and community needs.

The department has also recognized that if our legal order is inaccessible, we shall fail to achieve the promises of our justice system. We are working to ensure the services and programs we provide respond to the needs of diverse communities within the province. For example, we are actively participating with Aboriginal and federal partners in an Aboriginal justice strategy. Through maintenance enforcement, victims programs, mediation services, community justice programs, alternative measures, greater regulatory efficiencies, and other initiatives, we are also striving to have the legal system respond to the needs of ordinary people.

Respectfully submitted,

John D. Whyte
Deputy Minister of Justice
and Deputy Attorney General

Department Rationale and Governing Legislation

SASKATCHEWAN JUSTICE'S VISION

To have a fair, equitable and safe society supported by a justice system that is trusted and understood. Such a system is respectful of and responsive to: diversity; individual and collective rights; and, changing public expectations and community needs, including the needs of Aboriginal people.

MISSION

Saskatchewan Justice works to effectively and appropriately balance the rights and responsibilities of individuals while ensuring their adequate public protection and safety, both through direct program delivery and by providing legal services to the Government of Saskatchewan.

GUIDING PRINCIPLES

The department's employees are governed by dedication to the following principles: fairness; accessibility; ethical behaviour; the rule of law; respect for individual and collective rights; and, respect for independence among the components of the justice system.

CORE VALUES

- A belief in excellent service provided by knowledgeable, courteous and professional employees.
- A commitment to a high quality of work life for all employees.
- A commitment to being accountable to the people of Saskatchewan.
- A belief in working together as a team and through consultation and partnership with others.
- A respect and value for diversity and equality among clients and employees by recognizing, encouraging and understanding the individuality of each person.

Saskatchewan Justice was established in May, 1983 pursuant to *The Department of Justice Act*. It is now one of the largest and most diverse departments in the provincial government in terms of staff, budget and range of responsibilities.

ROLE OF THE ATTORNEY GENERAL

The core functions of Saskatchewan Justice relate to the role of the Attorney General in relation to the rule of law and the justice system.

The Minister of Justice is **ex-officio** the Attorney General and has the responsibilities traditionally associated with that office. *The Department of Justice Act* describes a broad statutory mandate for the Minister, including responsibilities to:

- be the legal member of the Executive Council;
- superintend the administration of justice in the province;
- see that public affairs are administered in accordance with the law;
- serve as the official legal advisor to the Lieutenant Governor; and,
- provide legal advice to the government and conduct all litigation for and against the Crown.

ADMINISTRATION AND DELIVERY OF JUSTICE

The Minister also has responsibility to superintend the administration of justice in relation to matters within the jurisdiction of the Legislature of the Government of Saskatchewan. These matters include:

- the prosecution of offences under the *Criminal Code*, *Young Offenders Act* and provincial statutes; and,
- the provision of civil legal services to the government.

Although a relatively small part of the staff and resources of the Department are devoted to providing these criminal and civil legal services, the proper discharge of these functions is fundamental to Canada's constitutional framework. Accordingly, there are long established traditions relating to the independence of the department and officials.

The Minister's responsibility for superintendence of the administration of justice also includes delivery and administration of most parts of the criminal and civil justice system, including:

- the provincial role in relation to policing in the province, including the provision of provincial policing services delivered by the Royal Canadian Mounted Police under a contract between the Province and the Government of Canada;
- the operation of the adult provincial corrections system, including both institutional and community programs for men and women;
- the operation of the Provincial Court, Queen's Bench and Court of Appeal, excepting only the appointment of superior court judges; and,
- recognizing and responding to the needs of victims of crime as set out in *The Victims of Crime Act* through the coordination and provision of services in the justice system and the community.

PROTECTION OF BASIC LEGAL RIGHTS AND RELATIONSHIPS

The Minister of Justice is also responsible for certain functions relating to the definition and protection of basic legal rights and relationships normally associated with Attorneys General. These include:

- the provincial land titles and personal property registration systems;
- the protection and management, through the office of the Public Trustee, of the estates of dependent adults and minors;
- operation of the provincial coroners system; and,
- registration and/or licensing of all corporations and non-profit entities who conduct business in the province.

OTHER JUSTICE FUNCTIONS

The Minister of Justice is also responsible for a number of other functions less directly associated with the traditional mandate of Canadian Attorneys General. Many of these functions have been transferred to Saskatchewan Justice due to the perceived need to ensure an independent and even-handed approach to dispute resolution and administration.

The Minister of Justice is responsible for:

- regulatory functions associated with consumer and marketplace relations, provided through the Consumer Protection Branch of Saskatchewan Justice; and,
- developing the use of alternative mechanisms to resolve disputes outside the courts through legislative initiatives, and by providing education and information about alternative mechanisms. Mediation is available on a fee-for-service basis.

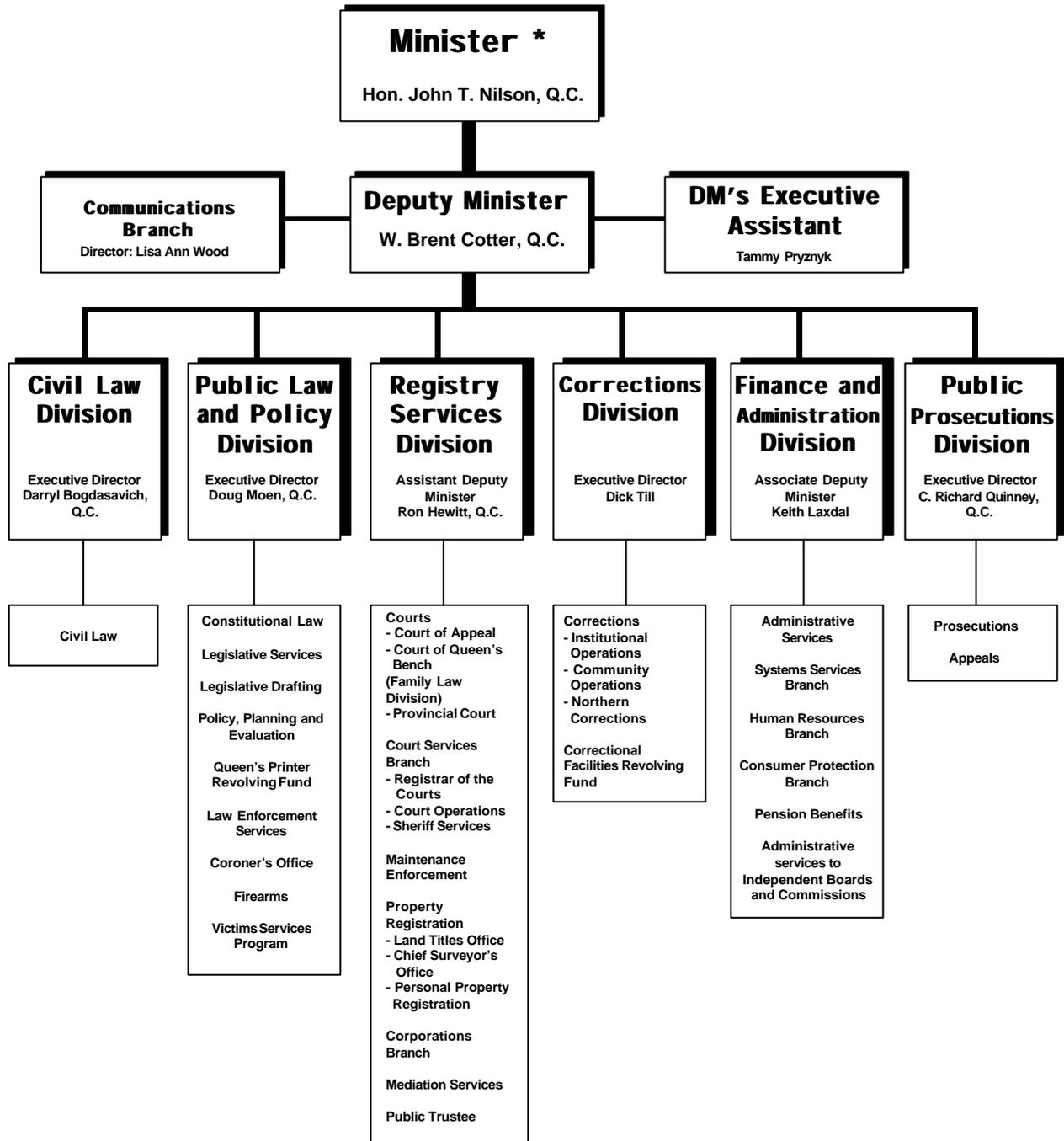
A number of boards and commissions report to the Minister of Justice and receive varying levels of administrative and policy support from Saskatchewan Justice:

- the Human Rights Commission;
- the Securities Commission;
- the Farm Land Security Board;
- the Farm Tenure Arbitration Board;
- the Provincial Mediation Board;
- the Surface Rights Arbitration Board;
- the Agricultural Implements Board;
- the Film Classification Board;
- the Film Classification Appeal Committee;
- the Office of the Rentalsman;
- the Public and Private Rights Board;
- the Saskatchewan Police Commission;
- the Saskatchewan Police Complaints Investigator;
- the Saskatchewan Legal Aid Commission;
- the Law Reform Commission.

Saskatchewan Justice is also the central government agency responsible for the overall administration of *The Freedom of Information and Protection of Privacy Act*. The Act establishes a right of access to records held by the provincial government and sets out rules for how the government handles personal information.

Organizational Chart

Saskatchewan Justice as of March 31, 1997



* Also responsible for:

- Securities Commission
- Provincial Mediation Board/ Office of the Rentalsman
- Farm Land Security Board
- Farm Tenure Arbitration Board
- Police Commission
- Film Classification Appeal Committee
- Surface Rights Arbitration Board
- Public and Private Rights Board
- Police Complaints Investigator
- Law Reform Commission
- Agricultural Implements Board
- Film Classification Board
- Human Rights Commission
- Saskatchewan Legal Aid Commission

Financial and Human Resources

Overview of Expenses of Saskatchewan Justice (\$ amounts in 000's, employee counts in Full Time Equivalents (FTEs))

SUBVOTE	ACTUAL 1996/97	ACTUAL FTEs	ESTIMATE 1996/97	ESTIMATED FTEs	VARIANCE \$	FTEs
01 ADMINISTRATION		87.3		88.1		(0.8)
Salaries	3,482		3,316		166	
Operating Expenses	2,234		2,269		(35)	
SUB TOTAL	<u>5,716</u>		<u>5,585</u>		<u>131</u>	
VARIANCE EXPLANATION: HIGHER SALARY AND SEVERANCE COST						
02 ACCOMMODATION AND CENTRAL SERVICES		0.0		0.0		0.0
Operating Expenses	<u>13,480</u>		<u>13,361</u>		<u>119</u>	
SUB TOTAL	13,480		13,361		119	
VARIANCE EXPLANATION: POSTAGE/RECORDS MANAGEMENT COSTS						
03 COURT SERVICES						
Salaries	16,202	330.8	15,578	335.9	624	(5.1)
Operating Expenses/Grants & Other 3rd Parties	<u>6,978</u>		<u>6,605</u>		<u>373</u>	
SUB TOTAL	<u>23,180</u>		<u>22,183</u>		<u>997</u>	
VARIANCE EXPLANATION: SALARY COSTS AND INCREASED BAD DEBT ALLOWANCE FOR FINES						
04 LEGAL SERVICES						3.8
Salaries	9,323	182.1	9,052	178.3	271	
Operating Expenses/Grants & Other 3rd Parties	<u>3,966</u>		<u>2,815</u>		<u>1,151</u>	
SUB TOTAL	<u>13,289</u>		<u>11,867</u>		<u>1,422</u>	
VARIANCE EXPLANATION: RESTORATIVE AND ABORIGINAL JUSTICE INITIATIVES AND PROSECUTION REVIEW						
05 PROVINCIAL POLICING SERVICES						(0.4)
Salaries	887	19.5	865	19.9	22	
Operating Expenses/Grants & Other 3rd Parties	<u>61,741</u>		<u>62,359</u>		<u>(618)</u>	
SUB TOTAL	<u>62,628</u>		<u>63,224</u>		<u>(596)</u>	
VARIANCE EXPLANATION: RCMP PENSION COSTS REDUCED						
06 ADULT CORRECTIONS						(6.1)
Salaries	33,899	853.4	34,042	859.5	(143)	
Operating Expenses/Grants & Other 3rd Parties	<u>9,725</u>		<u>10,158</u>		<u>(433)</u>	
SUB TOTAL	<u>43,624</u>		<u>44,200</u>		<u>(576)</u>	
VARIANCE EXPLANATION: REDUCED INMATE LEVELS						
07 REGISTRY AND REGULATORY SERVICES						9.0
Salaries	9,162	255.0	8,691	246.0	471	
Operating Expenses/Grants & Other 3rd Parties	<u>1,823</u>		<u>1,808</u>		<u>15</u>	
SUB TOTAL	<u>10,985</u>		<u>10,499</u>		<u>486</u>	
VARIANCE EXPLANATION: ACTIVITY LEVELS IN LAND TITLES						
08 BOARDS AND COMMISSIONS						(1.8)
Salaries	2,842	61.5	2,968	63.3	(126)	
Operating Expenses/Grants & Other 3rd Parties	<u>9,681</u>		<u>9,797</u>		<u>-116</u>	
SUB TOTAL	<u>12,523</u>		<u>12,765</u>		<u>242</u>	
VARIANCE EXPLANATION: LEGAL AID COMMISSION AND FARM PROTECTION PROGRAM REDUCED EXPENSES						
TOTAL SASKATCHEWAN JUSTICE						(1.4)
Salaries	75,797	1,789.6	74,512	1,791.0	1,285	
Operating Expenses/Grants & Other 3rd Parties	<u>109,628</u>		<u>109,172</u>		<u>456</u>	
TOTAL	<u>185,425</u>		<u>183,684</u>		<u>1,741</u>	

1996/97 Expenditures and Budget

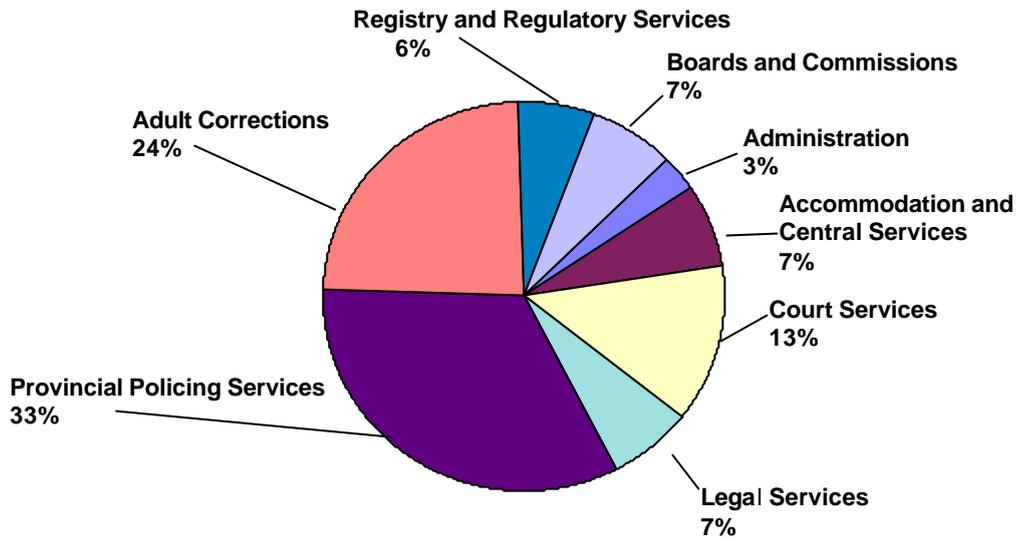
Saskatchewan Justice 1996/97 Summary of Expenditures

	ACTUAL (\$000 \$)			ESTIMATE (\$000 \$)*				
	PERSONAL SERVICES	OPERATING EXPENSES GRANTS AND THIRD PARTY PAYMENTS	TOTAL EXPENSES	FTEs	PERSONAL SERVICES	OPERATING EXPENSES GRANTS AND THIRD PARTY PAYMENTS	TOTAL EXPENSES	FTEs
ADMINISTRATION								
0001 ADMINISTRATION	3,482	2,234	5,716	87.3	3,316	2,269	5,585	88.1
ACCOMMODATION AND CENTRAL SERVICES								
0051 PAYMENTS TO S.P.M.C.	0	13,480	13,480	0.0	0	13,361	13,361	0.0
COURT SERVICES								
0003 COURTS	14,079	6,112	20,191	277.8	13,916	5,209	19,125	279.2
0026 ENFORCEMENT OF MAINTENANCE ORDERS	1,027	163	1,190	30.2	932	141	1,073	30.6
0011 MEDIATION SERVICES	1,096	703	1,799	22.8	730	1,255	1,985	26.1
LEGAL SERVICES								
0002 CIVIL LAW	1,432	606	2,038	21.6	1,425	641	2,066	22.1
0004 PUBLIC LAW AND POLICY	2,153	1,565	3,718	36.5	2,127	910	3,037	40.2
0006 PUBLIC PROSECUTIONS	5,738	1,592	7,330	111.7	5,500	1,222	6,722	107.0
0013 QUEEN'S PRINTER REVOLVING FUND	0	93	93	10.3	0	42	42	9.0
0058 QUEEN'S PRINTER OPERATING SUBSIDY	0	110	110	0.0	0	0	0	0.0
PROVINCIAL POLICING SERVICES								
0030 POLICE ADMINISTRATION	417	243	660	10.4	414	231	645	10.8
0025 CORONERS	99	855	954	1.8	107	852	959	1.9
0019 SASK. POLICE COMMISSION	261	316	577	5.1	224	372	596	4.9
0057 COMPLAINTS INVESTIGATOR	110	23	133	2.2	120	28	148	2.3
0007 ROYAL CANADIAN MOUNTED POLICE	0	60,304	60,304	0.0	0	60,876	60,876	0.0
ADULT CORRECTIONS								
0035 ADULT CORRECTIONS	33,899	9,559	43,458	849.4	34,042	10,050	44,092	850.7
0056 OPERATING SUBSIDY CHIRP	0	183	183	0.0	0	183	183	0.0
0015 CORRECTIONAL FACILITIES R.F.	0	(17)	(17)	4.0	0	(75)	(75)	8.8
REGISTRY AND REGULATORY SERVICES								
0088 PROPERTY REGISTRATION	6,155	1,067	7,222	173.9	5,777	1,071	6,848	166.5
0005 LAND TITLES ASSURANCE CLAIMS	0	30	30	0.0	0	25	25	0.0
0021 CORPORATIONS	829	412	1,241	26.6	811	408	1,219	26.4
0014 PUBLIC TRUSTEE	952	121	1,073	27.8	933	131	1,064	26.5
0016 CONSUMER PROTECTION BRANCH	1,059	174	1,233	23.7	1,003	154	1,157	23.6
0043 PENSION BENEFITS	167	19	186	3.0	167	19	186	3.0
BOARDS AND COMMISSIONS								
0053 FARM SECURITY PROGRAMS	597	452	1,049	12.9	711	480	1,191	13.6
0045 LEGAL AID COMMISSION	0	8,800	8,800	0.0	0	8,950	8,950	0.0
0017 HUMAN RIGHTS COMMISSION	834	141	975	18.6	788	137	925	18.3
0049 SECURITIES COMMISSION	804	163	967	16.7	785	133	918	16.7
0046 SURFACE RIGHTS ARBITRATION BRD	77	39	116	1.3	106	24	130	1.8
0050 RENTALS MAN/PROVINCIAL MEDIATION BOARD	508	78	586	12.0	550	61	611	12.9
0034 INQUIRIES	22	8	30	0.0	28	12	40	0.0
TOTALS	\$ 75,797	109,628	\$ 185,425	1,789.6	\$ 74,512	\$ 109,172	\$ 183,684	\$ 1,791.0

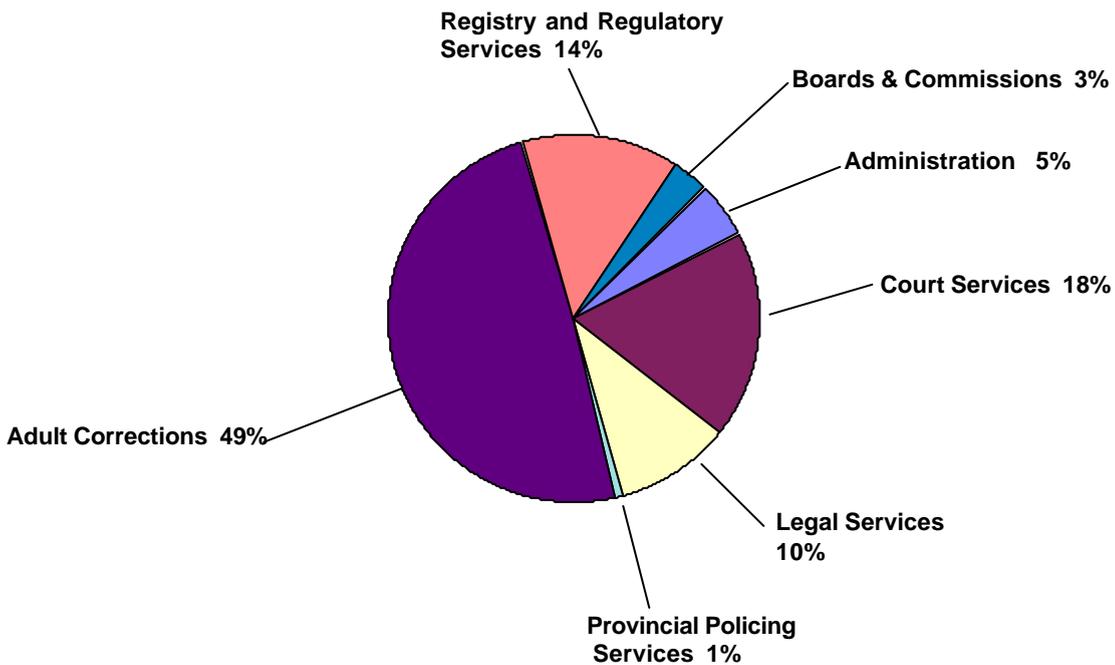
*Does not reflect special warrant funding of \$1,800,000

Budget/Human Resource Allocations

Saskatchewan Justice Actual Expenditures by Subvote for 1996/97: \$185,425,000

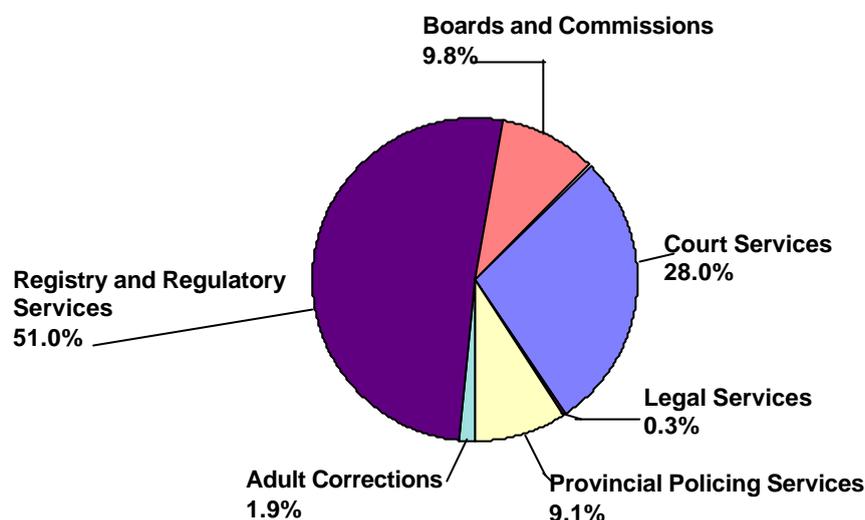


Saskatchewan Justice FTE Utilization by Subvote for 1996/97: 1,789.6 FTEs



1996/97 Revenues by Subvote

Saskatchewan Justice 1996/97 Revenues by Subvote: \$63.355 million



Capital Assets

In accordance with generally accepted accounting policies for governments, physical assets purchased by the Department of Justice are expensed in the year acquired. However, information on capital assets is useful because, through the provision of services, these assets have an on-going value to the public. The net book value of physical assets currently held by Saskatchewan Justice is \$1.6 million.

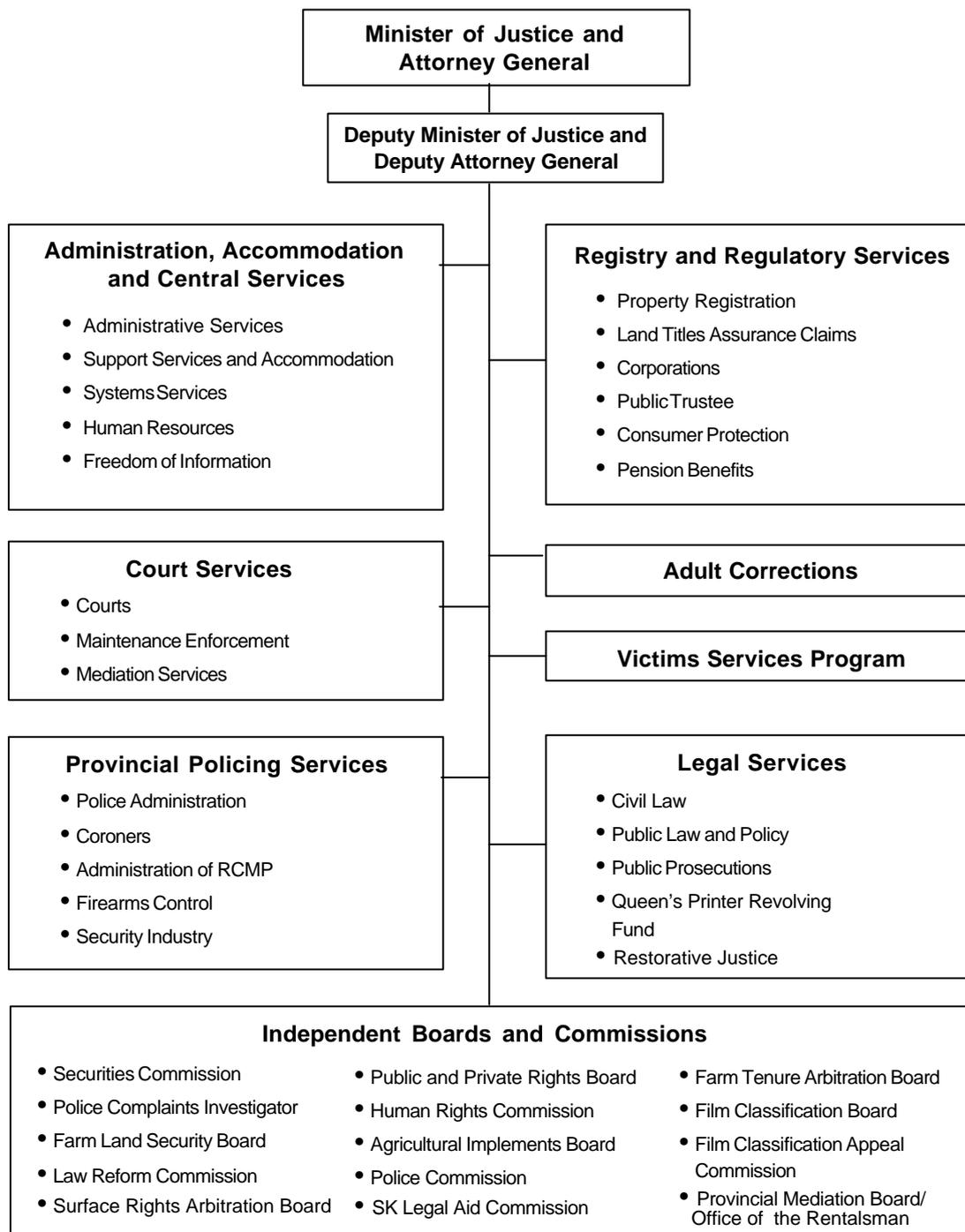
Net book value represents the cost of acquired physical assets less an estimate of the portion of the assets used in the delivery of services. The Saskatchewan Property Management Corporation (SPMC) acquires physical assets which are used by Justice in our day to day operations. Examples include the acquisition and management of buildings used by the department. These assets are reported in the SPMC financial statements.

(Thousands of dollars)	1997			1996
	Cost (See note)	Accumulated Amortization	Net Book Value March 31, 1997	Net Book Value March 31, 1996
Machinery and Equipment	634	327	307	386
Computer Hardware	1,619	820	799	913
Computer Software	227	108	119	109
Office Equipment	408	204	204	267
Office Furniture	235	111	124	48
Other	28	3	25	--
Total Capital Assets	\$3,151	\$1,573	\$1,578	\$1,723

Note: During the 1996/97 fiscal year, Saskatchewan Justice acquired physical assets of \$1.1 million.

Strategic Functions

In an effort to increase accountability, this annual report has been produced to correspond with the department headings in the Provincial Estimates, which reflect the department's strategic functions: Administration, Accommodation and Central Services; Court Services; Legal Services; Provincial Policing Services; Adult Corrections; Victims Services Program; and, Registry and Regulatory Services. (Please note that the Victims Services Program submits a separate annual report, as do many of the Boards and Commissions.)



The Strategic Plan

In the fall of 1993, Saskatchewan Justice initiated a strategic planning process in an effort to identify and address the department's needs and issues, and create a strategic framework and focus for the department.

After extensive consultations with department staff across the province a *Strategic Plan* was produced in February, 1995 -- identifying six core strategies for the department (see box at right.)

The Strategic Plan is a flexible document which can be modified or expanded as necessary, ensuring the department continues to refine its key goals to address emerging trends and issues. It will also be a major source of information when developing the department's annual budget.

STRATEGIC ACTION ITEMS

The plan identifies a three-year schedule of Strategic Action Items to assist the department in achieving its Core Strategies. Each division and branch have also been encouraged to develop and implement strategic plans that flow from the department's overall plan.

All separate and specific division and branch strategic plans will assist the department in fulfilling its eight overall strategic functions, as stated on page 12.

STRATEGIC PLANNING TEAM AND CORE STRATEGY CHAMPION TEAMS

The Strategic Planning Team was established to help guide the department through the strategic planning process. It consists of the Department's Executive Team and senior managers. To oversee the implementation of the core strategies, "Champion Teams" have been established for each strategy.

THE STRATEGIC PLAN AND ACCOUNTABILITY

As referenced in all sections on this report, branches and divisions are using their specific Strategic Action Items from *The Strategic Plan* to guide their work.

Future annual reports of Saskatchewan Justice will continue to use *The Strategic Plan* as the guide for reporting on progress and achievements.

CORE STRATEGIES

- To deliver our programs and fulfil our responsibilities in a manner that ensures we are achieving our vision, mission and values in the most **effective and efficient** way.
- To promote the most constructive and accessible ways of **resolving disputes** that are consistent with the needs of the parties and consistent with the public interest.
- To enhance and maintain the **quality of work life** for all employees.
- To define the department's role in **social justice** and implement specific actions consistent with that role.
- To foster a justice system relevant to, respectful of, and respected by **Aboriginal people** through measures, both within the existing system and as developed by Aboriginal people.
- To develop and implement a **communications plan** that fosters respect, understanding and trust in the justice system.

As noted, the department has moved toward more accountability by designing the annual report based on the key headings in the Provincial Estimates. We have now taken other steps to make the report a more effective accountability document. The Core Strategy Champion Team responsible for the implementation of the Effective and Efficient Service Core Strategy developed Accountability Guidelines to assist branches in their reporting process. In the next couple of years, the report will continue to change to reflect these new guidelines.

Provincial Policing Services

Saskatchewan Justice maintains public security and safety through its Law Enforcement Services Branch, which:

- administers the legislation governing policing in the province;
- administers the Royal Canadian Mounted Police (RCMP) contracts to provide provincial, Aboriginal and municipal policing services;
- provides administrative support to the Saskatchewan Police Commission (which provides a separate annual report);
- administers the national firearms control program;
- administers the legislation regulating the private security industry; and
- provides coroners services.

LAW ENFORCEMENT SERVICES

The mandate of the Law Enforcement Services Branch is to maintain public order and safety. This is achieved through the provision of effective, impartial and independent policing and coroners services supported by firearms control and private security programs that uphold the rule of law and protect the basic rights of individuals.

Budget: \$63.224 million (including \$60.876 million for RCMP provincial policing services. Spending was \$596,000 or 0.9 per cent under budget, as a result of reduced RCMP pension plan costs.

FTEs: 19.9 (Services also provided by 2,025 RCMP and municipal police officers plus their support staff, and 165 coroners across the province.)

The principal assets of policing services are department staff, police and coroners who provide the services. The RCMP has detachments, staff housing and vehicles in 132 locations and three aircraft in Regina and Prince Albert.

Law Enforcement Services Branch provides the departmental administration of policing for Saskatchewan, the RCMP Provincial Policing Service, the National Firearms Control Program, Coroners Services and regulation of the Private Security Industry.

■ Administration of Policing

1996/97 Objectives

- Continue administering *The Police Act, 1990* and the province's RCMP contracts.
- Continue to implement individual Tripartite RCMP First Nations contracts for policing on reserves.
- Continue to work with RCMP on the Models of Policing project.
- Complete the review of *The Police Act, 1990*.
- Complete work with the SUMA/SARM/RCMP task force on a new model for sharing policing costs.

1996/97 Activities and Results

- Effectively administered *The Police Act, 1990* which is the legal framework for policing in Saskatchewan, including communicating with and co-ordinating the efforts of police forces across the province.
- Effectively administered 118 RCMP contracts providing provincial, Aboriginal and municipal policing services throughout the province.
- Negotiated new tripartite agreements between the Governments of Canada, Saskatchewan and four Saskatchewan First Nations for enhanced RCMP policing, including local police boards and arrangements for elders to work with the RCMP. Thirty-five of the 72 First Nations in Saskatchewan, involving over half of the on-reserve population, are now policed under these agreements.
- Completed the Models of Policing project which was approved by government in June 1997.
- Completed the report of the Task Force on Policing and the Administration of Justice, along with the Saskatchewan Urban Municipalities Association (SUMA), the Saskatchewan Association of Rural Municipalities (SARM) and the Royal Canadian Mounted Police (RCMP) to examine new ways to finance small town and rural policing in the province.

- The task force report led to the development of *The Police Amendment Act, 1997* which was passed by the Legislative Assembly in the 1997 spring sitting.

1997/98 Objectives

- Continue administering *The Police Act, 1990* and the province's RCMP contracts.
- Continue to implement individual Tripartite RCMP First Nations contracts for policing on reserves.
- Complete the review of *The Police Act, 1990*.
- Implement the RCMP Models of Policing.
- Implement the task force recommendations for Redistribution of RCMP Municipal Policing Costs.
- Work with Municipal Government and SaskTel to implement province-wide 911.

■ RCMP Provincial Policing Services

The RCMP provided policing services to 55 per cent of Saskatchewan's population through 114 detachments and 20 satellite offices involving 952 provincial, 250 municipal and 148 federal RCMP positions.

1996/97 Objectives

- Continue provincial policing programs.
- Continue implementation of new First Nations Tripartite policing agreements.
- Continue implementation of plans to:
 - replace the RCMP radio system;
 - consolidate the RCMP dispatch centres;
 - streamline the RCMP management structure; and,
 - complete public consultations on the RCMP Models of Policing proposal.
- Restructure the Highway Patrol.

1996/97 Activities and Results

- All provincial policing programs were continued.
- Four new First Nations Tripartite policing agreements were signed bringing the total to 23 covering 35 First Nations communities.
- A major review of the RCMP organization and service delivery was completed and the government approved the following RCMP plans:

One of the primary indicators used in measuring police activity levels is the number of *Criminal Code* offences. Provincial policing crime levels are generally stable. The statistics do not adequately reflect the increased time required for investigation of more complex cases, such as increased disclosures of sexual assaults. The following table has been compiled from RCMP data:

**Criminal Code Actual Offences
RCMP Provincial Policing Jurisdiction**
(excludes Municipal Policing)

OFFENCES	1992	1993	1994	1995	1996	5 YEAR AVERAGE
CC PERSONS	5,347	4,900	5,492	7,583	6,060	5,876
CC PROPERTY	16,995	14,994	15,374	15,171	14,901	15,487
CC OTHER	15,148	13,923	14,632	14,755	14,570	14,606
CC TOTAL	37,490	33,817	35,498	37,509	35,531	35,969

1. Work began to replace the 20-year old RCMP-owned mobile radio system with a leased SaskTel Fleetnet 800 system that will be fully integrated with the telephone network and available to other police services, fire departments, ambulance services and other users.
2. Six regional subdivision radio dispatch centres in North Battleford, Prince Albert, Regina, Saskatoon, Swift Current and Yorkton were consolidated into a new computer-aided dispatch centre in Regina. Telephone call answering times were improved by over 50 per cent with nine less staff.
3. The subdivision management layer was eliminated and subdivision positions were decentralized with decision-making authority to local detachments.
4. Consultations were completed with local communities on plans for RCMP Models of Policing which will centralize local administration to the larger detachments while decentralizing front-line service delivery through the creation of satellite detachments, store-front offices and a new RCMP member residency policy.

- The Highway Patrol was reorganized from 28 units operating within the Detachment Policing command structure, to 14 independent units with a separate command and reporting structure to ensure that officers assigned to this work are fully dedicated to traffic law enforcement.

1997/98 Objectives

- Continue provincial policing programs.

- Continue implementation of new First Nations Tripartite Policing Agreements.
- Implement the RCMP Cost Redistribution Proposal.
- Implement the Models of Policing Proposals.

■ National Firearms Control Program

Through the office of the Chief Firearms Officer (CFO), the province administers the national gun control program established pursuant to the Criminal Code.

1996/97 Objectives

- Continue to administer the firearms provisions of the Criminal Code.
- Finalize the federal/provincial financial agreement.
- Continue to consult with the public respecting Bill C-68 and develop a provincial government position on Bill C-68 that takes into account the views of the public.

1996/97 Activities and Results

- Administered the national gun control program provisions of the Criminal Code through the office of the Chief Firearms Officer.
- Negotiated and finalized the federal/provincial firearms financial agreement.
- Spent considerable time consulting with the public

Firearms Control Program Statistics				
Year	FACs	Business Permits	Minor Permits	Carrying Permits
1992	19,850	564	2,090	3,072
1993	851	677	1,451	2,920
1994	7,135	555	1,472	4,705
1995	3,485	485	1,389	2,544
1996	4,084	480	954	2,114
Five Year Average	7,081	552	1,471	3,071

on Bill C-68 and assisted in the development of a government position, leading to the September 26, 1996 announcement by the Minister of Justice that (1), the province would be joining Alberta in a constitutional challenge to the legislation, and (2) the province would not administer the new provisions in Bill C-68.

- Began negotiations with the federal government for their takeover of the gun control program under Bill C-68.

1997/98 Objectives

- Continue to administer the firearm provisions of the Criminal Code until proclamation of the new provisions under Bill C-68.
- Negotiate the terms of the federal takeover of the gun control program.
- Ensure a smooth and seamless transition from provincial to federal administration of the gun control program.

■ Coroners Services

Coroners Services investigates all unnatural and unexplained deaths as required by *The Coroners Act* and, where appropriate, makes recommendations to appropriate persons, agencies, or departments of

government in an effort to prevent similar deaths in the future.

1996/97 Objectives

- Conduct investigations, hold inquests and provide information as necessary to meet the requirements of the Act.
- Implement the database program "Access" and update file information from previous years. The Access program is being developed to enhance our ability to identify clusters of deaths, family and geographic, and to identify the cultural background of the decedent.
- Establish an on-going reporting system with Social Services at the conclusion of an investigation into the deaths of youths aged 16 years and under. The establishment of this protocol will allow monitoring of child deaths within nuclear and extended families for the purpose of counselling family members and/or other activities that may prevent similar deaths in the future.
- Continue to report and publish additional information on preventable deaths in "Healthy Living," which is published by Saskatchewan Health.

Coroners Caseload - 1992/96						
Year	Natural	Accident	Suicide	Homicide	Unknown	Total
1992	935	310	147	29	12	1,433
1993	1,010	316	132	33	18	1,509
1994	1,040	339	151	22	16	1,568
1995	1,040	357	142	21	14	1,574
1996	1,084	315	142	31	32	1,604
Five Year Average	1,022	327	143	27	18	1,538

1996/97 Activities and Results

- The branch conducted investigations as indicated in the table on the previous page.
- A Child Death Advisory Committee was established and work continues to identify its mandate and review the human and financial resources required to contribute to the prevention of child deaths in the province.
- A computer program to assist in identifying and tracking similar deaths, clusters of death, family and cultural relationships and recognition of similar deaths in specific health districts has been developed to assist various agencies in the prevention of unnatural deaths.
- A reporting system/protocol for the prevention of child deaths has been established between this Branch and Social Services at the conclusion of all investigations into the death of youths aged 17 years and under. The medical cause of death, the manner of death and the circumstances of the death of each child are supplied immediately on the conclusion of the coroner's investigation.
- The Regulations to *The Coroners Act* have been amended and adjustments in the fees payable to Pathologists, funeral homes for transportation and to professional witnesses at inquests have been completed.
- *The Coroners Act* continues to be reviewed.

1997/98 Objectives

- Continue to conduct investigations, hold inquests and provide information as necessary to meet the requirements of the Act.
- Continue to work with the Child Death Advisory Committee to establish a viable, contributing committee to assist in preventing child deaths.
- Continue to review *The Coroners Act* and update it to meet the demands of the Branch as we enter the 21st century.
- Continue to report and publish additional information on preventable deaths in "Healthy

Living," which is published by Saskatchewan Health.

■ Regulation of Private Security Industry

1996/97 Objectives

- Continue to license and regulate the private security industry in Saskatchewan.
- Review *The Private Investigators and Security Guards Act* and Regulations and bring forward amendments for the 1997 sitting of the Legislature.

1996/97 Activities and Results

- Administered *The Private Investigators and Security Guards Act*, licensing and regulating the private security industry in Saskatchewan.
- The Act was extensively revised during the 1997 sitting of the Legislative Assembly and work began to review and develop new Regulations for implementation in 1997/98. The new Act introduces requirements for training and equipment, it widens the scope to include the Corps of Commissionaires and provides additional powers for the Registrar to supervise the industry.

1997/98 Objectives

- Continue to administer *The Private Investigators and Security Guards Act*.
- Complete revisions to the Regulations and implement the new requirements for training.

Private Investigators and Security Guards Act

	Individuals Licensed			Business Licenses	
Year	New	Renewals	Replacement	New	Renewals
1992	689	426	23	14	42
1993	525	429	31	8	53
1994	651	415	17	8	55
1995	684	472	21	9	53
1996	652	493	18	5	56
5 Year Average	640	447	22	9	52

Adult Corrections

The Mission of the Adult Corrections Division is to promote safe communities by providing a range of controls and reintegration for offenders.

The activities carried out by the Division are governed by the following legislation:

- *The Correctional Services Act;*
- *The Summary Offences Procedure Act;*
- *The Criminal Code;* and
- *The Prisons and Reformatories Act.*

(The latter two statutes are federal enactments.)

Corrections Division achieves its mission by offering a wide range of programs providing for varying levels of offender care, control and supervision. These programs are delivered through two operational systems - the Community Operations Branch and the Institutional Operations Branch. Services, both Community and Institutional, for Northern Saskatchewan offenders are administered through a Northern Regional Office located in LaRonge.

The Community Operations Branch assists the court through providing essential information for interim release or sentencing purposes (bail and pre-sentence reports), and promotes the responsible behaviour of offenders by providing a meaningful and socially productive level of control in the community. The services include developing and administering a range of responsible sentencing and pre-trial alternatives such as bail supervision, fine option, probation, restitution, community service work, intensive probation supervision/electronic monitoring and impaired driving treatment. The programs are administered through seven regional offices and eight sub-offices.

The Institutional Operations Branch administers programs for the care and custody of offenders sentenced to terms of imprisonment of less than two years. There are currently 12 correctional facilities being administered by the Branch: four provincial correctional centres, two community correctional centres, five community-training residences, one direct admission correctional camp, as well as a camp which acts as a satellite to a correctional facility - the Saskatoon Urban Camp. Three additional facilities are privately operated: the St. Louis Impaired Driver Treatment Program, a female community-training residence in Saskatoon and four bed spaces contracted with the Young Women's Christian Association in Regina for females sentenced to intermittent sentences which also accommodates females on a work-training type placement.

Budget: \$44.200 million

FTEs: 859.5

Offenders are those adults sentenced by the courts to community corrections programs and/or to terms of imprisonment less than two years. Selected Saskatchewan offenders sentenced to federal institutions are allowed to serve their sentences in provincial correctional centres to be near their homes and families.

Program equipment such as stoves, fridges, recreation equipment, shop equipment, shop tools and program furniture are owned assets of Corrections. Most capital assets in use by Corrections are rented from Saskatchewan Property Management Corporation.

ADMINISTRATION OF CORRECTIONS

1996/97 Objectives

- Expand plans and strategies to improve services to offenders with particular emphasis on offender reintegration into their communities, including implementation of a comprehensive risk/needs assessment process.
- Encourage and facilitate community involvement in development and implementation of correctional programs through the use of a community development/restorative justice approach.
- To facilitate Aboriginal initiatives in the provision of a variety of correctional services.
- To participate actively with Criminal Justice colleagues in restructuring the Criminal Justice System in Saskatchewan including better rationalization of Federal and Provincial Correctional Services.
- To review and adjust the Corrections Division organization to better support program delivery activities.
- To continue consultation and partnership with the Saskatchewan Government Employees' Union, Provincial Corrections Committee and the local industrial relations committees.
- To respond and implement changes identified on the Intensive Probation Supervision/Electronic Monitoring evaluation and complete the one-year follow-up of the study.

1996/97 Activities and Results

Expanded services to offenders designed to improve offender community reintegration:

- Finalized and began implementation training for the risk/needs assessment instrument (Manitoba model).
- Involved staff members in restructuring the Community-Training Residence Program to facilitate reintegration of higher risk offenders.
- Implemented new treatment programs for sex offenders, spousal abuse and substance abuse in La Ronge, Prince Albert, Regina, Saskatoon and Moose Jaw.
- Developed release contracts with communities in Northern Saskatchewan.

Encouraged and facilitated community involvement in development and implementation of Corrections programs:

- Developed a partnership with the Al Ritchie Community Association and the Regina City Police for a neighborhood Probation Officer.
- Developed a contract with the Prince Albert City Police to hold offenders over the weekends.
- Working closely, at the local level, with the Regina Human Services Co-op, established a contract with the Elizabeth Fry Society for the operation of a female community-training residence.

Facilitated Aboriginal initiatives in the provision of correctional services:

- Renewed the contract with the Touchwood File Hills Tribal Council for an Aboriginal Probation Officer.
- Finalized contract with the Prince Albert Grand Council for the operation of a Spiritual Healing Lodge in Prince Albert.
- Provided leadership in renewing the Meyoyawin Circle Children's Visiting Program at the Pine Grove Correctional Centre.
- Implemented a community-based family violence/sex offender program in La Ronge.
- Increased on-going discussions with First Nations Tribal Councils across the province.
- Participated in the Corrections Portfolio Project to assist the Federation of Saskatchewan Indian Nations to develop a strategic plan for First Nations Corrections.

Participated with Criminal Justice partners in restructuring the Criminal Justice System:

- Provided resources to the implementation of the Federal Sentencing Bill respecting conditional sentences. In excess of 100 conditional sentences were being supervised by year-end.
- On-going discussions occurred with Correctional Service of Canada personnel to improve offender services across jurisdictions.

Revised and adjusted Corrections Division organization to better support program delivery:

- Community and institutional services in the western region of Northern Saskatchewan were integrated with the Community Operations region in Battlefords. The Director of Northern Corrections assumed responsibility for the Prince Albert Community Operations unit.
- Efficiency initiatives were implemented to reduce spending by \$2 million and institution resources were moved to Community Operations where workloads were increasing.

Continued consultation and partnership was maintained with the Saskatchewan Government Employees' Union by maintaining the Provincial Corrections Committee and through this committee, effectively resolving operational issues. Formal grievances decreased during the year:

- Occupational Health and Safety Committees were involved in implementing the smoking policy in the correctional centres.
- Rankin Review recommendations one through fourteen were implemented and plans are in place to begin on the final recommendation respecting workplace redesign.

Intensive Probation Supervision/Electronic Monitoring Program:

- Assisted the Federal Ministry of the Solicitor General in collecting data to study the effectiveness of the Intensive Probation Supervision/Electronic Monitoring programs. Initial results to be out in the winter of 1997.
- Began utilizing the North Battleford Community Correctional Centre to monitor the program during the evenings and weekends.

1997/98 Objectives

- Continue to expand plans and strategies to improve services to offenders with particular emphasis on offender reintegration into their communities,

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- including implementation of a comprehensive risk/needs assessment program.
 - Encourage and facilitate community involvement in development and implementation of correctional programs through the use of a community development/restorative justice approach.
 - To continue implementation of the Departmental and Corrections Division Strategic plans.
 - To facilitate Aboriginal initiatives in the provision of a variety of correctional services.
 - To participate actively with Criminal Justice colleagues in restructuring the Criminal Justice System in Saskatchewan, including better rationalization of Federal and Provincial Correctional Services.
 - To continue to review and adjust the Corrections Division organization to better support program delivery activities.
 - To foster improved industrial relations by increasing opportunities for staff to have greater involvement in program design and management.
 - To continue consultations and partnership with the Saskatchewan Government Employees' Union, Provincial Corrections Committee and the local industrial relations committees.
 - To continue to respond and implement changes identified on the Intensive Probation Supervision/Electronic Monitoring evaluation and complete the one-year follow-up of the study.
 - To participate in the departmental evaluation of the impacts of the sentencing reform bill.

Corrections Comparative Data

	1996/97	1995/96	1994/95	1993/94
Corrections Centre Admissions: Sentenced	4,802	6,397	6,728	7,069
Remand	6,202	5,623	5,385	5,056
Average Daily Sentenced and Remand Counts	1,175	1,266	1,240	1,214
Average Monthly Probation Caseload	3,579	3,521	3,348	3,277
Average Monthly Conditional Sentences of Imprisonment**	262	n/a	n/a	n/a
Hours of Community Service Worked*	54,860	105,727	79,807	80,276
Restitution to Victims (\$ Value Collected)	\$406,700	\$679,150	\$586,414	\$499,192
Average Cases Supervised per Month on Intensive Probation Supervision/Electronic Monitoring	118	115	87	76.5
Daily Average on Bail Supervision	182	154	123	116

*Includes Young Offenders except those from Prince Albert, Regina and Saskatoon

**New legislation was effective September 1, 1996

Court and Mediation Services

Saskatchewan Justice provides courts and mediation services through three branches: Court Services Branch, Mediation Services Branch and Maintenance Enforcement Branch.

The following is the total budget and resources required to provide court and mediation services in 1996/97.

Budget: \$22.183 million

Resources: 335.9, plus the 44 judges of the Provincial Court.

The principal assets of the court system are the judges of the Provincial Court and department staff who provide professional, administrative and support services for the three levels of court.

The principal assets of the Maintenance Enforcement Office and Mediation Services are its human resource components of professional, administrative and support staff.

The general public, financial institutions and the legal community are clients of the court system.

Registered clients of the Maintenance Enforcement Office are individuals with court orders or agreements for family maintenance.

Financial institutions, municipal, provincial and federal government agencies and the general public are clients of Mediation Services.

COURT SERVICES BRANCH

Court Services Branch is primarily responsible for providing court services, including reporting/recording and sheriff services as well as those services related to court administration, to all of the courts in the province (the Provincial Court; the Court of Queen's Bench which includes the Family Law Division; and, the Court of Appeal.) The Branch acts in a dual capacity in providing these services to Saskatchewan's justice system since it functions as both a branch of government and as a servant of the court.

As a branch of government, Court Services Branch is responsible for providing and enhancing an efficient and effective forum for just and equitable dispute resolution by the courts of Saskatchewan.

As a servant of the court, the Branch is responsible to the Chief Justices and the Chief Judge of the province for providing administrative services to the judiciary. Court Services, in its capacity as a servant of the court, is also responsible for carrying out the orders of the court.

The Court system is comprised of the Court of Appeal, the Court of Queen's Bench, and the Provincial Court. The Court of Appeal consists of the Chief Justice of Saskatchewan and eight other Appeal Court justices, all of whom are appointed federally. The Court of Appeal sits at Regina and Saskatoon. The Court of Queen's Bench is the superior court of record for Saskatchewan. The Court consists of the Chief Justice and 31 other judges, all of whom are appointed federally. The Court of Queen's Bench sits in 13 judicial centres with permanent registries. The Provincial Court of Saskatchewan is a court of record of limited jurisdiction dealing with small claims, family and youth and criminal matters. The Provincial Court consists of a Chief Judge and 43 Provincial Court judges. Judges are appointed by the Lieutenant Governor in Council. In 1996/97, the Provincial Court sat in 14 locations with resident judiciary and permanent facilities, and visited 74 other locations on circuit.

Budget: \$19.125 million

FTEs: 279.2 plus the 44 Judges of the Provincial Court.

The primary resources of the Branch are its staff resources.

1996/97 Objectives

- To assist in the implementation of Bill C-41, The Sentencing Bill, as it relates to Court Services Branch, including the development of forms required and administrative/legal processes that must be adhered to.
- To develop and implement a process for fine collection as a result of the Sentencing Bill.
- To ensure the relocation of the North Battleford Provincial Court occurs in a timely fashion.
- To develop and implement a pilot process involving the use of debit/credit cards for collection of fines at the Regina Provincial Court Office and the PCPIC Office.

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- To conduct an evaluation of Family Law Division Services, and determine what changes should occur to improve the program.
 - To ensure conflict resolution training is provided to all Provincial Court staff. This skill will enable staff to deal more effectively with clients and co-workers.
 - To improve timeliness and procedures around custody and access evaluations.
 - To develop plans for the implementation of the Child Support Guidelines as it relates to the recruitment of additional positions and associated workload processes for Court Services Branch.
 - To develop and implement plans for video-conferencing pilots in various locations throughout the province.
 - To prepare a series of public information packages for the use of parties involved in Small Claims proceedings.
 - To continue to work with other divisions of the department on a project to review and modernize debtor-creditor law in Saskatchewan.

1996/97 Activities and Results

- The Sentencing Bill (Bill C-41) was implemented in all Provincial Court and Court of Queen's Bench offices on September 1, 1996. This included the development of new forms for Provincial Court, and the training of staff from all offices on the new administrative/legal processes.
- A pilot project to accept fine payments by credit/debit cards was implemented in Regina Provincial Court and the Provincial Court Payment and Information Centre effective August 1, 1996.
- Contracts were awarded to two collection agencies to begin collecting unpaid fines. The two firms were selected after going through a competitive bidding process. After making significant changes to the JAIN system (Justice Automated Information Network) and working out the various procedural arrangements, the first batch of fines were referred to the collection agencies in March 1997.
- The grand opening of the new North Battleford Provincial Court took place in September 1996. The

judiciary and Provincial Court staff moved into this facility in June 1996.

- An evaluation of the Family Law Division Services was completed in early 1996, and consultations took place about the results of the evaluation in May 1996 and November 1996. A number of recommendations were made at the consultations about proposed changes to the Family Law Division Services, resulting in enhanced services to the children of parents going through separation and divorce.
- Collaborative problem solving training has been provided to all Provincial Court staff. This training has enabled the Provincial Court staff to deal more effectively with clients and co-workers.
- A small working committee, with representation from the Family Law Division judiciary, Legal Aid, Prosecutions, Family Law Division Support Services, and Court Services, was established for the purpose of developing new procedures that will result in improved timeliness for the completion of custody and access evaluations. These procedures will come into effect in the 1997/98 fiscal year.
- An implementation plan was developed for the introduction of the Child Support Guidelines in the spring of 1997. The plan specifically addressed the recruitment of additional positions and associated workload pressures for Court Services Branch.
- Discussions took place about the potential for using video arraignment in some Provincial Court locations in the province. Further development on this initiative will take place in the 1997/98 fiscal year.
- The development of a series of public information packages for the use of parties involved in Small Claims proceedings was commenced.
- A review was commenced on debtor-creditor law in Saskatchewan.

1997/98 Objectives

- The Family Law Division parent education program will be offered in four major centres in the province. Partnerships will be developed with the community for the delivery of the parent education program, and an education program is being developed for the children of parents going through separation and divorce.

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- A series of public information packages for the use of parties involved in Small Claims proceedings will be prepared, and will be available for distribution on January 1, 1998.
 - Develop a Small Claims Policy/Procedure Manual for use by court staff.
 - Amendments to *The Small Claims Act* are expected to be proclaimed in force effective January, 1998. While the limit remains at \$5,000 the amendments will permit the entry of default judgement without the appearance of the Plaintiff; the issuance of Third Party claims; and the trial judge to direct that the parties attend mediation.
 - The Saskatchewan Department of Justice has been engaged in a mediation pilot project in the judicial centres of Regina and Swift Current since 1995. Effective November 1, 1997, all parties engaged in civil actions commenced in the judicial centre of Saskatoon will be required to attend a mediation session at the close of pleadings.
 - It is expected an amendment to the Rules of the Court of Queen's Bench will come into effect on January 1, 1998, pursuant to which civil matters involving \$50,000 or less will be subject to simplified rules and an expedited trial process.
 - Develop policies/procedures in all court offices to address the changes to the Occupational Health and Safety Regulations for dealing with violence in the workplace.
 - Develop project plans for court systems as it relates to the Year 2000 and an implementation plan for 1997/98 and 1998/99.
 - Search for alternatives to increase the level of automation in all court offices in order to provide better client service.
 - Provide collaborative problem solving training to all sheriff/local registrar staff. This training will enable staff to deal more effectively with clients and co-workers.
 - Implement the Child Support Guidelines on May 1, 1997, in all court offices.
 - Evaluate opportunities to facilitate greater staff involvement by delegation of authority and responsibility to the lowest appropriate level in the branch.
 - Develop a multi-year plan that meets ergonomic standards and ensure that appropriate training is provided to staff in all court offices.
 - Provide appropriate and effective means for staff to receive timely and accurate information about department programs and activities (e-mail in all offices, etc.).
 - Evaluate the credit/debit card pilot project implemented in Regina Provincial Court and the Provincial Court Payment and Information Centre. The evaluation will look at the success of this new payment option and determine whether the use of credit/debit cards should be discontinued or expanded to other court offices.
 - Monitor the effectiveness of the two collection agencies hired to do fine collections. By year-end a decision will be made to either extend the contracts of the two agencies currently in place or to seek out the services of other agencies by issuing a new Request For Proposal.

MAINTENANCE ENFORCEMENT BRANCH

The Maintenance Enforcement Program was established in 1986 to collect maintenance payments (mainly child support) as it was estimated that approximately 85 per cent of Maintenance Orders were in default. The program now collects payments in over 75 per cent of cases.

Budget: \$1.073 million

FTEs: 30.6

The Mission of Maintenance Enforcement is: "To collect child and spousal support and improve attitudes and accountability towards family support obligations."

1996/97 Objectives

- To establish procedures to collapse deferred pension plans for individuals who are not meeting payment obligations, in accordance with amendments to *The Enforcement of Maintenance Orders Act*.

- To participate in (pending approval of federal legislation) a project with the federal Justice Department's Family Law Assistance System Branch to: enhance a tracking system by adding Revenue Canada as an information source and standardized interfaces with all information sources; and revoke/refuse federally issued licences such as pilot's licences and passports, for those who default on support payments.
- To complete enhancements to the Maintenance Enforcement Office database to improve internal efficiency in processing enforcement documents.
- If passed, continue to plan for, and assist, Saskatchewan residents with implementation of the federal Child Support Guidelines by: informing and educating the public about the guidelines; responding to the impact the guidelines will have in maintenance enforcement services; and, utilizing the enforcement provisions of the federal child support strategy, such as withholding passport and transportation licences.

1996/97 Activities and Results

- Consulted with pension managers to finalize procedures, as well as draft regulations, to collapse deferred pension plans.
- Participated in the finalization of procedures with other provinces and the Government of Canada to revoke federally issued licenses such as passports and pilots' licenses.
- Improved the Maintenance Enforcement computer system by enhancing the Interactive Voice Response system to notify payors when their supply of postdated cheques are exhausted, automate the production of interception and tracing forms required to apply to Justice Canada and automate aspects of the process of driver's license with drawal.
- Developed an implementation plan for Child Support Guidelines (standardized Child Support Payments). Participated in public information sessions around the province to explain the new legislation.

1997/98 Objectives

- To modify the Maintenance Enforcement computer system to go on-line with the Federal Department of Justice. This will expedite tracing requests and garnishments that are issued to the Federal Government (Employment Insurance, Income Tax, GST).
- To finalize amendments to the Regulations necessary to collapse Deferred Pension Plans.
- To conduct information sessions around the province whereby Maintenance Enforcement clients will have an opportunity to meet with staff and discuss their files.
- To enhance the Maintenance Enforcement computer system to collect data on the new Child Support Guideline initiative.
- To explore the possibility of reporting non-payors to credit bureaus.
- To determine what changes need to be made to the Maintenance Enforcement computer system to start using direct deposit and direct debit systems to and from bank accounts.

MEDIATION SERVICES BRANCH

Mediation Services is a branch of the Saskatchewan Department of Justice, that exists to provide and encourage collaborative dispute resolution.

The Branch provides legislated mediation services in farmer/lender disputes, and under *The Queen's Bench Act*, provides a civil mediation program in Regina and Swift Current. The Branch also provides fee-for-service mediation, technical advice and support on dispute resolution to government departments and agencies, treaty land entitlement mediation, and mediation and dispute resolution training to a variety of groups.

Mediation Services has identified three strategic objectives that form the basis for the staff's everyday work. They are:

- To change the way people and the traditional justice system deal with conflict. (Moving to a collaborative problem-solving approach and interest-based negotiation requires a major shift in approach from the traditional court-based, rights-based and

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- adversarial system.);
- To change the way government does business, focusing on changing the way disputes are resolved;
 - To provide and encourage education and training in collaborative dispute resolution.

Budget: \$1.985 million

FTEs: 26.1

1996/97 Objectives

- Provide policy, advisory and training services, as well as specific mediation and facilitation services to stimulate the development of Restorative Justice initiatives at the local level. This includes victim offender mediation and family group conferencing.
- Continue to assist in the development of community readiness for Restorative Justice initiatives. This will be achieved by working with local community groups and individuals to ensure they have the skills and knowledge required to make this a reality.
- Mediation in small claims cases will be encouraged through the establishment of a pilot in conjunction with small claims courts using community volunteer mediators to mediate small claims.
- Continue to encourage the use of collaborative problem solving processes both internal and external to government. This will be achieved through the provision of technical assistance, training and direct delivery of dispute resolution services where appropriate.
- Continue to evaluate the services provided by Mediation Services, with particular attention to the civil pilot project and the family mediation screening and orientation program. Independent evaluations will be completed of the Civil Pilot Program, and the Mediation Screening and Orientation Program. In addition, the Branch will consult with community interest groups to evaluate the effectiveness of various programs.
- Introduce amendments to the fee structure to enhance access to justice for the general public and continue to monitor this structure to ensure that it allows the public access to dispute resolution services, while supporting and encouraging a strong mediation sector in the community.
- Review and revise its training materials to ensure

they reflect the most current thinking in the field of conflict resolution and that they are designed in a manner that allows for an interactive, participatory learning model for participants.

- Continue to monitor, evaluate and adjust the mentorship program to enhance its effectiveness.

1996/97 Activities and Results

- Several mediation training events were held, including sessions delivered in conjunction with the Aboriginal Women's Society of Saskatchewan Inc., the Provincial Court Workers and the Regina Alternative Measures Program. A number of victim offender mediations were also conducted in locations where community-based organizations were not yet established.
- The Branch chaired a working committee with representatives from the Federation of Saskatchewan Indians, the John Howard Society, Saskatoon Community Mediation Association and others to establish training criteria for those individuals interested in delivering dispute resolution services in the area of restorative justice. The Branch also provided support and mentorship to individual community groups as they began to deliver victim offender mediation.
- The Branch worked in conjunction with Regina Small Claims Court to deliver a volunteer mediation program. Seven volunteers were involved in the mediation of over 35 cases. Based on the knowledge and experience gained, a revised program will be developed in 1997/98.
- In an effort to promote the use of appropriate dispute resolution mechanisms, both internal and external to government, the Branch:
 - Provided training or facilitated a dispute resolution process for over 4,400 individuals. This includes initial mediation sessions conducted in connection with actions commenced in Queen's Bench Court, Human Rights, expropriation and farmer/lender mediations, and a broad range of training and facilitations;
 - Provided advice to government (and other government-related agencies such as school boards), on the development and implementation of conflict resolution systems and policy advice on collaborative decision making processes; and,

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- Provided fee-for-service mediation to approximately 500 members of the public in a wide range of disputes.
 - As a result of an evaluation of the family mediation screening and orientation program and extensive consultations, the program was redesigned and refocused to enhance and expand the support services of the Family Law Division. These changes include:
 - The provision of voluntary screening and orientation sessions to all parties, without charge, in all Judicial Centres in Sask.;
 - The provision of mediation services, without charge, in cases where the Court has ordered the preparation of a child custody and access evaluation report or the Court has ordered supervised access. Regulations implementing this change will occur in the 1997/98 fiscal year; and,
 - An expansion of the delivery of parent education sessions.
 - The Branch established an internal evaluation of the Queen's Bench Civil Mediation Program to assess the impact the program had on the length of time to reach a resolution in a civil dispute. Early indications from the evaluation suggest the civil mediation program results in a significant reduction in the length of time required to reach a resolution.
 - The sliding scale fee structure was amended to enhance access to justice for the general public.
 - An internal training advisory group was established to:
 - Act as a link between training teams and administrative support providing input, feedback and assistance as required in the implementation of new processes;
 - Ensure quality of training events through development of standardized processes for on-going training/development of coaches and trainers, and to oversee identification and development of evaluative and/or feedback vehicle(s);
 - Develop an overview of what base substantive component of each training event will be and ensure training materials reflect same;
 - Oversee development and implementation of a marketing strategy for training; and
 - Identify and develop new curriculum for our own training and/or for post-secondary institutions.
 - Six people participated in the mentorship program with the Branch. The Branch also arranged for an individual to complete her social work practicum with the Branch. The individual received the University Prize in Social Work for the highest academic standing and is currently working for a non-profit organization in the field of restorative justice.
 - The Branch continues to participate in and support the Ministerial Advisory Committee on Dispute Resolution as it provided input and advice to the department on steps to be taken in dispute resolution.
 - The Branch provided assistance and worked in partnership with Mediation Saskatchewan to co-ordinate continuing education opportunities for members and staff. As a result of this co-operation, a two day workshop was held in Saskatoon with over 75 participants attending from across Saskatchewan.
 - The Branch continued to assist the Saskatchewan Institute of Applied Science and Technology in the development of a dispute resolution certificate program. The Branch developed and delivered the dispute resolution course "Interest Based Conflict Resolution" in Regina and assisted in its delivery in Saskatoon.
- ### 1997/98 Objectives
- Provide policy, advisory and training services, as well as specific mediation and facilitation services to stimulate the development of restorative justice initiatives at the local level. This includes victim offender mediation and family group conferencing.
 - Continue to assist in the development of community readiness for Restorative Justice initiatives. This will be achieved by working with local community groups and individuals to ensure they have the skills and knowledge required to make this a reality.
 - Support and encourage the use of mediation as a means of resolving small claims cases by continuing to co-ordinate a volunteer small claims project in Regina and by providing technical support and assistance to establish other small claims dispute resolution programs in the province.
 - Provide increased opportunities for education and practical experience in the field of dispute resolution by:
 - Providing mentorship and practicum opportunities;
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- Partnering with Mediation Saskatchewan association to deliver regional conferences;
 - Continuing to work with both the University of Saskatchewan College of Law and SIAST in developing and delivering curriculum in the area of dispute resolution.
- Encourage the use of mediation as a means of resolving disputes in family law matters by:
 - Amending the sliding fee scale to enhance access to mediation for low income families;
 - In conjunction with Family Law Division Support Services, providing mediation to parties requesting custody and access evaluations, where appropriate; and,
 - Assisting Family Law Division Support Services to deliver parent education sessions throughout the Province.
 - Continue to promote the use of mediation and other collaborative dispute resolution methods as a means of resolving non-family civil disputes through the expansion of the civil mediation program to the Saskatoon Judicial Centre.
 - Continue to encourage the use of collaborative problem solving processes, both internal and external, to government. This will be achieved through the provision of technical assistance, training and direct delivery of dispute resolution services, where appropriate.

Registry and Regulatory Services

Saskatchewan Justice provides registry and regulatory services through five branches: Property Registration Branch, Corporations Branch, the Public Trustee, Consumer Protection Branch and Pension Benefits Branch.

The following is the total budget and resources required to provide registry and regulatory services in 1996/97.

Budget: \$10.499 million

FTEs: 246.0

The principal asset of the Registry and Regulatory Services areas is their staff complement.

The information held by the Land Titles System, Personal Property Registry System and Corporations Branch is also an asset.

Clients of Registry and Regulatory Services are:

- consumer groups, such as debtors, vehicle purchasers, farmers, purchasers from door-to-door salespeople, customers of financial institutions;
- industry associations, such as insurance, motor dealers, direct sellers, real estate, funeral services;
- licensees and businesses, non-profit organizations, the legal profession, other government offices, police forces, accountants, credit reporting agencies, lending institutions, law firms, financial institutions, real estate agents, homebuilders, surveyors, municipalities, auction firms, car dealerships and the general public;
- other government departments, Crown corporations and boards and commissions such as the Agricultural Implements Board and the Film Classification Board; and
- pension plan administrators and employees in pension programs.

PROPERTY REGISTRATION BRANCH

The mandate of the Property Registration Branch is to administer a system of registration for real and personal property that protects the owner's interest, facilitates transactions dealing with such property, and provides a means of determining priority between completing claimants to property.

The branch is composed of two separate units: the Land Titles System and the Personal Property Registry.

■ Land Titles System

The system is comprised of eight land registration districts with offices located in Regina, Moose Jaw, Swift Current, Yorkton, Prince Albert, Saskatoon, Battleford, Humboldt and the Chief Surveyors Office in Regina.

Staff in the offices examine and register land related documents and survey plans; issue, update and maintain perpetual records of title; and provide searches and copies of documents. Staff do not provide advice to customers regarding their transactions.

Work is performed on a fee-for-service basis. Requests for service can be submitted in person or by mail. Fees must accompany all requests for service. Customers can maintain a deposit account with the Land Titles offices for services performed. Anyone with a deposit account can make a fax request for copies of titles, instruments, and general record information

Client groups who use or benefit from the service are owners, interest holders, agents/brokers, and the Crown.

Budget: \$6.061 million

FTEs: 147.2

Saskatchewan's Land Titles System

Saskatchewan Land Titles which was created in 1887, is a public registry of ownership of land and interests in land such as mortgages, easements and caveats. The main principle of the system in Saskatchewan, the Torrens system, is indefeasibility of title. That is, the certificate of title is conclusive evidence of ownership of and interests in land, subject to certain exceptions. Once a certificate of title has been granted, no ownership or interest in land is effective against a third party unless registered. The public can rely on the information on the certificate of title and need not "look behind" the title to make further inquiries to verify the information. Where errors do exist, a legitimate registered owner is assured of not losing title and a party deprived of title because of certain Land Titles system errors, may make a claim and be financially compensated through a payment from the General Revenue Fund. In addition, a person who suffers a loss because of reliance on erroneous information in the system or because of a system error may also make a claim for compensation.

1996/97 Objectives

- Continue to provide accurate, reliable, complete and available information.
- Continue to provide prompt processing of transactions by achieving five calendar day turnaround 90 per cent of the time, never to exceed seven days.
- Continue to provide uniformity and consistency in access and processes in all offices.
- Continue to develop a common understanding of process requirements, the reason for the existence of the system and user needs between Land Titles and its users.
- Continue to provide an accessible, fair and timely compensation mechanism.
- Proceed with Phase II, Conceptual Design, of the redesigned and automated land titles system.

1996/97 Activities and Results

- Two assurance claims were processed in 1996/97, for a total of \$30,182.27. Although claims processed in 1996/97 were the result of transactions processed in previous years, in 1996/97 231,521 transactions were processed.
- On average, for all offices, transactions were processed in five days or less 39 per cent of the time. Transactions were processed in seven days or less 58 per cent of the time. Currency varied considerably by office with offices such as Battleford, Humboldt and Yorkton achieving turnaround within objectives. Overall workloads increased in 1996/97 by 11.5 per cent and in Regina and Saskatoon by 13.5 per cent and 18.5 per cent respectively, creating backlogs and delays in processing.
- A number of processes and practices were reviewed in 1996/97 to increase uniformity and consistency in access and processes throughout the system.
- A number of consultation processes, including LAND project activity, user needs and system requirements and purpose, continued to be explored. Legislative amendments were developed

and passed to address customer issues associated with the historic requirement of filing original death certificates and powers of attorney in the land titles offices.

- Every effort was made to resolve assurance claims following an interest based approach to negotiating and thereby avoiding the litigation process.
- Conceptual design of the LAND Project continued with extensive consultations with users, focus groups and system experts. Information sessions were held with potential suppliers, staff and many special interest groups and agencies.

Objectives for 1997/98

- Continue to provide accurate, reliable, complete and available information. Results are determined with the number of assurance claims processed and by external and internal feedback from client groups.
- Improve the currency of transaction processing so that turnaround is consistently achieved within seven calendar days.
- Continue to provide uniformity and consistency in access and processes in all offices.
- Continue to develop a common understanding of process requirements, the reason for existence of the system and user needs between Land Titles and its users.
- Continue to provide an accessible, fair and timely compensation mechanism.
- Complete Phase II, Conceptual Design, of the LAND Project by October 1997 and proceed with Phase III.
- Continue extensive consultations with users, suppliers and staff.
- Begin a structured process to plan for organizational change associated with the future implementation of the new system, in partnership with staff, the SGEU and the Public Service Commission.

■ Personal Property Registry

The Personal Property Registry provides and administers a notice filing system that maintains a record of various types of interests against personal property in Saskatchewan. As such, a secured party (seller,

lending institution, etc.) may register a financing statement indicating an interest in the personal property of a debtor (buyer, borrower, etc.) The Registry also provides an enquiry system where a person/business intending to purchase personal property or to lend money on the security of personal property can request a search of available information registered against an individual, business, motor vehicle, mobile home, trailer, airplane or any other personal property used as collateral.

The purpose of the Registry, similar to that of registries in other provinces and registries in conjunction with the Uniform Commercial Code in the United States, is to provide notice of third party (non-owners) interest in personal property, and protection of those interests by providing a means of determining priority between competing claimants to personal property.

The Registry provides the capability for instantaneous searches and registrations through on-line access in addition to specialized search capabilities through the Telephone Enquiry Centre.

Budget: \$812,000

FTEs: 19.3

1996/97 Objectives

- Continue to operate the Personal Property Registry with an average turnaround time of 24 hours.
- Provide instantaneous on-line search and registration capabilities, in addition to specialized search capabilities through the Telephone Enquiry Centre.
- Increase the use of on-line registration service by Personal Property Registry clients by five per cent through marketing initiatives.
- Continue to achieve the planned cost savings associated with the investment of the on-line system in the Personal Property Registry by reviewing legislative requirements to reduce operating costs and provide more effective service to customers.
- Continue to maintain the accuracy and integrity of the database.

1996/97 Activities and Results

- The Registry consistently provided 24 hours turnaround in 1996/97 with the exception of the closure of the Registry for seven days due to a system failure in November 1996. Regulations were passed to prevent clients experiencing problems with priority of their interests as a result of the closure.
- On-line usage for registrations increased from 40 per cent in 1995/96 to 45 per cent in 1996/97, an increase of five per cent. On-line searches increased from 60 per cent in 1995/96 to 65 per cent in 1996/97, also an increase of five per cent.
- Four-year cost saving and staff reduction objectives related to implementation of the on-line system were fully realized in early 1996/97; the staff complement was further reduced by the end of 1996/97 due to high levels of take up by on-line clients. A client survey was undertaken to identify problems or issues clients had with the new system.
- The system maintains a high level of accuracy and integrity as demonstrated by, with the exception of the noted system failure, the absence of claims and system-generated integrity errors.

1997/98 Objectives

- Continue to operate the Personal Property Registry with an average turnaround time of 24 hours.
- Provide instantaneous on-line search and registration capabilities, in addition to specialized search capabilities through the Telephone Enquiry Centre.
- Increase the use of on-line registration service by Personal Property Registry clients by five per cent through marketing initiatives.
- Evaluate the results of the client survey and respond to problems directly or identify system or legislative changes, upgrades or enhancements required to provide more effective service to clients.
- Continue to maintain the accuracy and integrity of the data base.

CORPORATIONS BRANCH

The mandate of the Corporations Branch is to coordinate, promote, develop, implement and enforce

policies and programs of the Government of Saskatchewan that relate to the registration, inspection and regulation of business corporations, non-profit corporations, co-operatives and other businesses in Saskatchewan. In doing so, the Branch: incorporates all persons who desire a legal entity under which to conduct business or non-profit activities; maintains a registry of names under which business is conducted for the protection of the merchant and to provide information to the public; and, enforces registration and compliance requirements.

Budget: \$1.219 million

FTEs: 26.4

1996/97 Objectives

- To participate in the One Stop Business Registration Pilot Project with Economic Development, Finance, Workers Compensation Board and Revenue Canada.

- To co-operate with provincial and federal counterparts and internal trade negotiators to reduce the administrative burdens relating to extra-provincial corporate registration and reporting requirements.
- To continue re-engineering and redesigning processes and procedures to improve client services, e.g. laser printing of annual returns for corporations and renewal notices for business names.
- To enhance agricultural economic development through program support for co-operatives, more specifically, New Generation Co-operatives, in co-operation with Economic and Co-operative Development.

1996/97 Activities and Results

- Work on the One Stop Business Registration Pilot Project continues. It is expected the pilot will commence April 1, 1998 and last six months. It will be evaluated at that time.
- Work on reducing administrative burdens relating to extra-provincial corporate registration continues

Corporations Branch Statistics

	1996/97	1995/96	1994/95
New Business Corporations Incorporated and Registered	5,371	3,986	3,581
New Co-operatives Incorporated	18	37	25
New Non-Profit Corporations Incorporated	342	368	268
New Business Names Registered	4,810	2,561	4,755
Name Availability Searches	14,001	14,112	13,558
Telephone Inquiries	86,308	86,792	90,698
Remote Access Inquiries	138,268	122,315	117,708
<i>As of March 31, 1997</i>			
	1997	1996	1995
Saskatchewan Corporations on Register	33,893	32,278	30,874
Extra-Provincial Corporations on Register	7,818	7,165	7,118
Total Corporations on Register	41,711	39,443	37,992
Non-Profit Saskatchewan Corporations on Register	5,340	5,454	5,202
Non-Profit Extra-Provincial Corporations on Register	121	65	63
Total Non-Profit Corporations on Register	5,461	5,519	5,265
Total Co-operatives on Register	1,257	1,275	1,285
Total Credit Unions on Register	161	164	172
Total Business Names on Register	27,742	26,299	24,918

and includes developing systems to facilitate the flow of information.

- In April 1997, the budget was approved for the Corporations Branch Re-engineering project. The project team assigned to the project has mapped out the flow of work through the Branch, consulted with the stakeholders and started the redesign. It is expected the business case analysis will be completed by February 1998. The purpose of the Branch re-engineering project is to improve client services, improve turnaround times and where possible, reduce costs.

1997/98 Objectives

- To operate in the One Stop Business Registration pilot project with Economic and Co-operative Development, Finance, Workers' Compensation Board and Revenue Canada, and thereafter evaluate its success.
- To continue with the Branch re-engineering project.
- To encourage and support professional and skilled development for all staff, particularly in light of the re-engineering project.
- To finalize the development and implementation of proposals, in co-operation with other jurisdictions to reduce barriers to trade, particularly with respect to extra-provincial registration and reporting requirements.

PUBLIC TRUSTEE

The mandate of the Office of the Public Trustee is to protect vulnerable persons, and more specifically:

- administer the property and finances of adults who are mentally incompetent;
- protect property rights of children under eighteen;
- administer the affairs of deceased persons.

Budget: \$1.064 million

FTEs: 26.5

1996/97 Objectives

- To establish the Public Trustee on a revolving fund.
- To replace the office's outdated computer accounting system.

- To participate in consultations on a Public Guardian for vulnerable adults.
- To develop a strategic plan for the Public Trustee Office.

1996/97 Activities and Results

- As of March 31, 1997, the following clients were receiving service from our office:

Adults:	1,429
Children for whom we hold funds:	2,304
Children whose property rights we monitor:	1,014
Estates of deceased persons:	344
Total:	5,091

- In 1996/97, a total of 2,130 new files were opened or transferred and 2,277 files were closed or transferred. We had increases in estate files and a small decrease in files for children and adults.
- As of March 31, 1997, we held the following assets in trust:

	Total Figures
Adults	\$63.4 Million
Children	46.9 Million
Deceased Estates	8.7 Million
Total	\$119.0 Million

- The annualized rate of return realized for clients with money in the Common Fund was:
 - for the six months ended September 30, 1996
10.88%
 - for the six months ended March 31, 1997
14.79%
- The Public Trustee Regulations were amended effective June 28, 1996.
- *The Public Trustee Act* was amended with royal assent being given on May 9, 1997.
- A strategic plan for the Public Trustee was developed.
- Implemented a reorganization of the Office, effective September 1, 1996.
- A revolving fund was requested, but the appropriate approvals were not obtained.

- The Investment Advisory Committee was restructured and began a review of the investment policy.
- A policy for the monitoring of childrens' interests in deceased estates was developed.
- A policy for release of information in the location of beneficiaries in deceased estates was developed.
- A policy for the management and the sale of real estate owned by clients was developed.

1997/98 Objectives

- Commence the development and implementation of a new accounting and information system for the Public Trustee to be operating by March 31, 1999.
- Develop proposals to *The Public Trustee Act* to provide for public personal guardianship, investigations of personal and financial abuse and temporary guardianship.
- Develop a plan for the reorganization of the Public Trustee to best utilize the benefits of the accounting and information system.
- Review and recommend changes to the investment policy and obtain approval of the Investment Board.

CONSUMER PROTECTION BRANCH

To co-ordinate, promote, develop, implement and enforce policies and programs for the Government of Saskatchewan related to consumer protection by licensing, inspecting and regulating prescribed businesses.

Budget: \$1.157 million

FTEs: 23.6

1996/97 Objectives

- To protect consumers by licensing, bonding, auditing and inspecting regulated businesses.
- To monitor, support and intervene where necessary in the operation of existing industry regulatory bodies.
- To work with interested business and consumer groups to develop new industry regulatory bodies.

- To participate in on-going discussions with business, other provinces and the federal government in legislative harmonization initiatives.
- To implement a new *Trust and Loan Corporations Act* which is harmonized with federal Trust and Loan legislation.
- To review existing consumer protection legislation and propose appropriate amendments.
- To continue to seek new ways to classify film and video through a joint venture with another province.
- To further review the office automation needs of the Branch.
- To continue to develop a branch strategic plan which is consistent with the department's strategic plan.

1996/97 Activities and Results

- Informed consumers and businesses regarding their marketplace rights and responsibilities by responding to 13,697 inquiries.
- Assisted consumers in resolving their disputes with businesses by handling 1,092 complaints.
- Protected consumers by licensing, bonding, auditing and inspecting regulated businesses:
 - Issued 2,068 licenses with respect to 11 Acts for a total of 5,182 licenses in force.
 - Conducted over 100 audits, inspections or reviews with respect to five Acts.
 - Issued 65 letters of warning to businesses and assisted in the prosecution of eight businesses with respect to five Acts.
 - Paid \$58,693.14 to 141 Saskatchewan consumers as a result of bond forfeitures. Most licensing statutes require a penal bond to be posted as a condition of licensing. Therefore monetary redress is available for a majority of consumers to settle outstanding claims or otherwise provide compensation should a consumer be victimized by a seller or a seller go into bankruptcy.
- Provided administrative and policy support to the

Agricultural Implements Board and the Film Classification Board.

- Reviewed and approved bylaws and heard appeals from the Insurance Councils, the Prepaid Funeral Services Council and the Real Estate Commission.
- Continued to work with motor dealers and New Home Builders industry groups on options for regulation.
- Participated with business, other provinces and the federal government in legislative harmonization initiatives.
- Completed the agreement with the province of British Columbia to deliver film and video classification services.
- Introduced a new *Trust and Loan Corporations Act*, which is harmonized with federal Trust and Loan Companies legislation.
- Continued with office automation evaluation.
- Introduced and passed a revised *Film and Video Classification Act*.
- Proclaimed a new *Consumer Protection Act* which incorporates the *Consumer Products Warranties Act* and the *Unsolicited Goods and Credit Card Act* with a new *Marketplace Practices Act*.
- Participated in a review of *The Credit Union Act, 1985*.

1997/98 Objectives

- To respond to consumer inquiries and complaints.
- To protect consumers by licensing, bonding, auditing and inspecting regulated businesses.
- To monitor, support and intervene where necessary in the operation of existing industry regulatory bodies.
- To work with interested business and consumer groups to develop new industry regulatory bodies.
- To participate in on-going discussions with business, other provinces and the federal government in legislative harmonization initiatives.

- To continue to consult with stakeholders with respect to the financial services legislation project.
- To review existing consumer protection legislation and propose appropriate amendments.
- To conclude, implement and monitor the agreement with British Columbia to classify film and video.
- To maintain, as budget allows, an up-to-date computer system for all staff.
- To acquire and implement an automated complaints and inquiry tracking and licensing system.
- To introduce new legislation and amendments to existing legislation in the following areas:
 - *Saskatchewan Insurance Act*
 - *Credit Union Act*
 - Direct Sellers Regulations
 - Insurance Councils Regulations
 - Real Estate Regulations
 - Trust and Loan Corporations Regulations
- Evaluate *The Consumer Protection Act*.
- Develop an Internet website for the Consumer Protection Branch.
- Conduct a training session for staff on: small claims court procedures, investigative and audit techniques, prosecutions policy.

PENSION BENEFITS BRANCH

The Branch's mission is to protect the accrued pension entitlements of plan members pursuant to *The Pension Benefits Act, 1992* which provides:

- minimum contractual standards (eg., vesting, locking-in, portability, survivor benefits, etc.);
- sound business practices (eg., disclosure rules, duties of administrator, segregation of assets); and
- prudential standards (eg., minimum capital standards).

The Branch identifies and manages risks and problems to bolster public confidence in the pension system while allowing the market to develop to meet the retirement needs of Saskatchewan workers and employees.

Budget: \$186,000

FTEs: 3.0

1996/97 Objectives

- Protect pension plan members from loss by ensuring that:
 - plans are sufficiently funded;
 - plan benefits comply with the legislated minimum standards; and
 - plans are administered in compliance with the legislation and plan documents.
- Review 50 - 70 actuarial valuation reports, 400 annual information returns and 100 - 200 plan amendments.
- Substantially complete a project with Revenue Canada to issue a joint annual information return.
- Prepare amendments to regulations in response to changes made to *The Enforcement of Maintenance Orders Act* and *The Saskatchewan Pension Plan Act*.

1996/97 Activities and Results

- The Branch reviewed 74 actuarial valuation reports in 1996/97. An actuarial valuation measures the financial position of a defined benefit pension plan and recommends prospective contribution rates.
- Defined benefit plan assets of \$4.2 billion exceeded their liabilities of \$4 billion, meaning the system as a whole had a surplus of almost \$200 million. Fifty-three of 143 defined benefit plans had an unfunded liability. However, plans with an unfunded liability tended to be smaller. Eighty-four per cent of plan members belonged to a plan with surplus assets. Just six plans accounted for 85 per cent of the \$97 million in total unfunded liabilities. The

branch monitored those plans closely.

- In 1996/97, one employer did not remit contributions as required. The branch successfully recovered those contributions.
- At the end of 1996/97, three plans did not comply with the contractual requirements of *The Pension Benefits Act, 1992*. The branch pursued compliance.
- The Branch commented on the standards of practice and bylaws of the Canadian Institute of Actuaries.
- The Branch produced a statistical summary of actuarial valuation methods, assumptions and results to allow plan sponsors and actuaries to gain a better understanding of current practices.
- The Branch updated and produced seven bulletins to help administrators, consultants, financial institutions, lawyers and plan members understand their duties and rights.
- The Branch assigned Revenue Canada's registration number to each plan in place of the provincial registration number, drafted an annual information return which met the requirements of provincial and federal legislation; developed a process of transferring collected data to Revenue Canada in a timely and secure manner; and drafted a memorandum of understanding between the governments.

1997/98 Objectives

- To protect pension plan members from undue loss

Statistical Review of Pension Benefits Branch				
Fiscal Year	New Plans Registered	Plan Terminations Reviewed	Annual Information Returns Reviewed	Plan Amendments Registered
1992/93	17	51	420	241
1993/94	20	24	375	137
1994/95	12	32	382	370
1995/96	19	29	397	370
1996/97	28	27	364	161

by ensuring: plans are sufficiently funded; plan benefits comply with the legislated minimum standards; and plans are administered in compliance with the legislation and plan documents.

- The Branch will review 50 - 70 actuarial valuation reports, 360 annual information returns, and 100 - 200 plan amendments.
- The Branch will enhance the pension plan computer system to profile higher risk pension plans and as an early warning test of problems.
- The Branch will start collecting and forwarding data to Revenue Canada from the joint annual information return.
- The Branch will produce a bulletin explaining the amendments to the legislation with respect to attaching pensions for the purpose of enforcing maintenance orders.

Legal Services

Saskatchewan Justice provides legal services through the following Divisions: Civil Law Division, Public Prosecutions Division and Public Law and Policy Division.

The following is the total budget and resources required to provide legal services in 1996/97.

Budget: \$11.867 million

FTEs: 178.3

The most important asset of all three legal divisions is their human resource component.

CIVIL LAW DIVISION

The objective of the Civil Law Division is to provide high quality and cost effective legal services to the Government of Saskatchewan. The division is responsible for providing those assigned legal services that are mandated under sections 9 and 10 of *The Department of Justice Act*:

- Clauses 9(b) and (e) provide for the Minister of Justice to “see that the administration of public affairs is in accordance with the law” and “advise the heads of the several departments of the government upon all matters of law connected with those departments”;
- Clause 10(c) provides that the Attorney General “shall regulate and conduct all litigation for or against the Crown or any department in respect of any subject within the authority or jurisdiction of the Legislature”.

Division lawyers are divided into four work units which reflect to some extent different areas of specialization. One unit is primarily engaged in civil litigation, appearing before the Courts at all levels and before regulatory boards and tribunals. The remaining three units are assigned client responsibilities which allows some subject matter specialization. The lawyers within these three units are further divided into working groups of between two and four lawyers. All are located in Regina.

Budget: \$2.066 million (Of this amount \$400,645 was spent to retain lawyers in private practice primarily to handle matters arising under *The Enforcement of Maintenance Orders Act* and civil litigation.)

FTEs: 22.1

Services Provided

The Civil Law Division has approximately 50 client departments, agencies, boards, commissions and Crown Corporations. The full range of professional legal services offered by the Division is similar to those provided by any large law firm in Saskatchewan, including:

- providing general legal advice respecting all aspects of the activities of the government;
- providing legal opinions respecting interpretations of legislative provisions, Crown liability as a result of government activities and civil legal problems arising out of government programs;
- acting as counsel in lawsuits on behalf of the Crown;
- on instructions from the Maintenance Enforcement Office, enforcing Maintenance Orders filed pursuant to *The Enforcement of Maintenance Orders Act* on behalf of the claimants;
- acting as counsel to the Department of Social Services with respect to matters under *The Child and Family Services Act*;
- acting for the Director of the Labour Standards Branch of the Department of Labour to enforce wage claims of employees pursuant to *The Labour Standards Act*;
- preparing legal documents such as land transfers, releases, bonds, guarantees, assignments, etc;
- negotiating and preparing agreements on behalf of client agencies;
- participating in policy and program development for client agencies;
- assisting in the preparation of drafting instructions, new legislation and amendments to statutes; and
- preparing reports for the Minister of Justice and other members of the Executive Council.

Lawyers in the Civil Law Division are required to record their billable hours for legal services to client departments and agencies, much as lawyers in private practice record their time for billing purposes. On a calendar year basis annual reports are sent to major client departments and agencies setting out a description of the legal services provided including the total hours of such services for lawyers within the Division. Comments from client departments and agencies with respect to both the quality and quantity of legal services are encouraged. In the 1996 calendar year, the Civil Law Division had a total of 26,000 billable hours of legal services for client departments and agencies.

PUBLIC PROSECUTIONS DIVISION

The Public Prosecutions Division prosecutes offences under *The Criminal Code*, and the *Young Offenders Act* and provincial statutes. It also provides advice and guidance to municipal police forces in matters under investigation and to the Royal Canadian Mounted Police in its provincial policing role.

Budget: \$6.722 million

FTEs: 107.0

There are 10 regional offices across the province, as well as a head office in Regina. The division also has standardized basic criminal law libraries.

1996/97 Objectives

- Implement media training courses for all Crown Counsel positions across Saskatchewan.
- Continue the conversion of Public Prosecutions libraries by purchasing and installing the appropriate hardware and software for the three remaining prosecution offices to automate the research functions for prosecutors.
- Complete the staffing of all permanent in-scope positions in the Public Prosecutions Division.
- Develop and implement a newsletter for prosecutors which will provide recent criminal law developments in a timely and convenient manner.

1996/97 Activities and Results

- Media training courses were developed and implemented during the 1996/97 fiscal year. Approximately 50 per cent of all Crown Counsel positions across Saskatchewan have now received appropriate training in this area.
- The total conversion of Public Prosecutions libraries was not completed due to a lack of funding and the delay in the development of the automated research systems appropriate for criminal law libraries. One computer was installed in each of the three offices and are currently awaiting the appropriate software and the ability to communicate through automation.
- The completion of the staffing of all permanent in-scope positions in the Prosecutions Division was not completed as The Public Service Commission and the Saskatchewan Government Employees Union began the conversion of position description forms to Job Assessment Forms, the Scope Review and the changing of the hiring "standards" and position classification. Staffing will resume once the above issues have been settled.
- The development and implementation of a newsletter for prosecutors was completed and The Saskatchewan Crown Attorney Newsletter (S.C.A.N.) which contains recent criminal law developments, is forwarded on a regular basis to all prosecutors.

1997/98 Objectives

In March 1996, the Minister of Justice announced an operational review of the Public Prosecutions Division. The review, conducted by Messrs Peter Martin and Earl Wilson of Calgary, was completed in February 1997, and the Minister of Justice released to the public *The Operational Audit of the Public Prosecutions Division* in April 1997.

The Report sets out 16 specific recommendations covering areas such as staffing, training, job support, management practices and procedures. Steps will be taken to implement the following eight recommendations during the 1997/98 budget cycle.

- Some prosecutors in Regina and Saskatoon be assigned to deal specifically with economic crime
- . . . that Crown offices receive necessary secretarial support

- Each Crown office be given access to Quick-Law
- Increase the number of prosecutors consonant with the Executive Director's recommendations
- Develop a course for all new prosecutors, in conjunction with other Attorneys General in the western provinces
- Provide . . . resources for all prosecutors to participate in continuing legal education programs . . .
- Prosecutors who occupy supervisory positions receive training in personnel management and office administration
- The implementation of the Office Automation Plan. . .

responsibilities relating to consumer affairs and financial institutions regulation. It serves as counsel to the Legislative Review and Regulations Review Committees of Cabinet, and provides legal advice to Executive Council, the Chief Electoral Office and Provincial Secretary. It also provides legal and policy advice to other departments, agencies and Crown corporations in the preparation of their Acts, regulations and Orders-in-Council. It co-ordinates the appointment of members to the department's boards and commissions. It participates in a large number of public, government and legal education processes (written and oral presentations) with respect to the legislative development process as well as with respect to new legislation or legislation in areas of branch expertise. It represents the department on a number of national committees with respect to private international law, consumer measures, internal trade and civil justice issues.

PUBLIC LAW AND POLICY DIVISION

The Public Law and Policy Division provides policy, technical and legal advice to the Department of Justice as well as all other government agencies and departments, particularly the Department of Executive Council and the Legislative Review Committee of Cabinet in relation to legislation, constitutional issues and other matters.

The Division has eight branches in total, but five that provide legal and policy advice, legal services, drafting and publication services, and research and development services with respect to public law, constitutional law, criminal law, family law, trade law, Aboriginal matters, social and restorative justice policies, financial issues, and consumer and commercial issues.

Budget: \$3.037 million

FTEs: 40.2

LEGISLATIVE SERVICES BRANCH

The Branch sets the department's annual legislative agenda in consultation with the Minister, Deputy Minister and the department's senior officials. It then co-ordinates the development of that legislation, often acting as project manager for consultations and for the development and implementation of new Acts and regulations. It acts as the regulatory reform co-ordinator for the department. The branch also provides policy advice with respect to the department's

1996/97 Objectives

- Prepare the department's annual legislative agenda in consultation with the Minister, Deputy Ministers and senior departmental officials.
- Provide legal and policy advice to other branches of the department and to clients groups (other departments, agencies and Crown corporations) in the preparation of their legislation.
- Develop and encourage community participation in legislation and policy development by consulting as broadly as possible with industry, consumers, other regulators, and community groups on consumer and justice issues of both local and national importance.

1996/97 Activities and Results

- Held semi-annual planning sessions to co-ordinate and clarify the priorities and distribution of responsibilities for departmental legislation during the legislative session. Smaller scale reviews of the status of legislation were held on an on-going basis.
- Consulted with Crown counsel in the Constitutional Law Branch and Civil Law Division to ensure that legal principles were incorporated in the legislation and that policy approaches and compliance provisions offered the best and most consistent levels of protection.

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- Where appropriate, legislation was developed to be consistent with alternative dispute resolution, social justice and Aboriginal justice objectives. Here, the Branch developed the corresponding legislative frameworks that would provide a structure for the policy objectives. Four examples of the Branch's work in 1996/97 include:

- The development of a *Health Care Directives and Substitute Health Care Decision Makers Act* that allows a competent person over the age of 16 years to make a health care directive which would have effect if that person becomes unable to make and communicate his or her health care decisions. The directive may provide or refuse consent to future medical treatment or appoint persons (proxies) who may make health care decisions on the person's behalf, or both. The Act also includes a list of persons who may make health care decisions on behalf of an incapacitated person where there is no directive, proxy or personal guardian;
 - Reforms to *The Film and Video Classification Act* to provide for an agreement with British Columbia to approve and classify theatrical films and adult videos on behalf of Saskatchewan and to license wholesale distributors of films to Saskatchewan exhibitors and retailers;
 - The development of a new *Small Claims Act* that simplifies the court process and makes the court available as a dispute resolution option in more situations; and,
 - Amendments to *The Family Maintenance Act* and Regulations to enact the Federal Child Support Guidelines in provincial legislation.
- Encouraged local, provincial and national involvement in defining justice/marketplace problems and identifying ways to solve them, including developing greater consistency of the major elements of public protection policy through uniform or harmonized legislation. The Branch co-chairs the national Co-operative Enforcement section of the Consumer Measures Committee which is co-operating to strengthen interprovincial consumer protection and improve law enforcement across borders.
 - Acted as chair to the Civil Section of the Uniform Law Conference of Canada, developing an agenda of issues to be considered by the Conference, and ensuring that policy papers and

uniform Acts were prepared and reviewed by national committees of government and non-government representatives during the year for presentation to the Conference for discussion and adoption at its annual meeting.

1997/98 Objectives

- Set the department's annual legislative agenda in consultation with the Minister, Deputy Minister and senior department officials, including:
 - incorporating the department's policy initiatives such as dispute resolution, social justice and Aboriginal justice within the legislative framework where appropriate, and;
 - incorporating the recommendations of legal agencies such as law reform agencies and the Uniform Law Conference of Canada within the legislative framework, where appropriate.
- Develop and encourage community participation in legislation and policy development by consulting as broadly as possible on justice and consumer protection issues of both local and national importance.
- Report and make recommendations to government respecting an improved response to the abuse of vulnerable adults following from broad public consultations in 1996/97.
- Commence extensive government, industry and consumer consultations respecting funeral and burial services and make recommendations with respect to consumer protection, governance, prepaid goods and services and abandoned and insolvent cemeteries.
- Co-ordinate the Department's 10-year plan for implementing the government's Regulatory Reform Initiative.
- Continue to work with the Legislative Drafting Branch on the preparation and enactment of bilingual Acts and the corresponding regulations.
- Continue to work with other jurisdictions to harmonize the consumer protection measures identified under the 1994 Agreement on Internal Trade.
- Continue to develop, with other governments, options for improved access to justice for consumers between jurisdictions and improved enforce-

ment capabilities. At present, the interjurisdictional Co-operative Enforcement Committee is working towards an agreement to establish a national computer based, consumer law enforcement network which will improve information-sharing and provide early warnings of consumer scams and frauds.

- Chair a committee of the Civil Section of the Uniform Law Conference of Canada which is studying the issue of exigibility of RRSPs.
- Develop, in conjunction with the credit union system, a new *Credit Union Act*.

CONSTITUTIONAL LAW BRANCH

The Constitutional Law Branch provides legal advice on all constitutional issues which arise in the governance of the Province of Saskatchewan. The statutory authority for this mandate is based on *The Department of Justice Act* and *The Constitutional Questions Act*.

1996/97 Objectives

The Branch's overall objectives are:

- To assist the government to achieve its policy objectives by providing legal and policy advice on constitutional, Aboriginal, human rights, inter-governmental and international trade law issues.
- To attempt to ensure that the government's actions and legislation are consistent with the Constitution of Canada.

1996/97 Activities and Results

- Provided legal advice to all government departments on questions of constitutional and human rights law and served as counsel to government on these matters.
- Reviewed all draft legislation to ensure Saskatchewan's laws are in compliance with the Constitution of Canada, which includes the division of powers between the federal and provincial government, and the *Canadian Charter of Rights and Freedoms*, and also with *The Saskatchewan Human Rights Code*.
- Represented the Attorney General in all levels of Saskatchewan courts and the Supreme Court of Canada in both criminal and civil proceedings which

raise constitutional issues.

- Advised the Government on constitutional reform issues and on the implications of recent constitutional developments, respecting the division of powers and the *Charter*.
- Provided legal and policy advice to government on Aboriginal law issues and represented the government in court cases raising Aboriginal and Treaty rights issues.
- Provided legal and policy advice to government on important issues relating to national and international trade law.
- Participated in interjurisdictional and intergovernmental forums on various issues including constitutional reform.

1997/98 Objectives

- The same as those stated for 1996/97.

POLICY, PLANNING AND EVALUATION BRANCH

This Branch advises, co-ordinates and supports the development, implementation and monitoring of policy issues which broadly impact on department programs. Our mandate includes:

- leading or supporting departmental involvement in intergovernmental and interdepartmental initiatives;
- providing program development, evaluation and review services;
- providing assistance, advice and services in conducting organizational reviews;
- compiling and co-ordinating the management of research, data collection and analysis for the department as a whole;
- providing legal and justice policy advice on matters involving criminal, youth justice, family and Aboriginal issues;
- co-ordinating provincial implementation of criminal, youth justice and family law amendments;
- participating in the planning and delivery of information packages and other professional training on current criminal, youth justice and family law issues and reforms;

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- providing assistance in conducting public consultations on matters as diverse as family and criminal law reform and Aboriginal and youth justice issues;
 - providing co-ordination and support services on strategic planning and general advice on program development/accountability issues; and,
 - implementing a variety of community-based Aboriginal programming.

1996/97 Objectives

- Ensure that Saskatchewan Justice perspectives and interests are fully represented in intergovernmental, interdepartmental and intersectoral forums. In particular, ensuring Saskatchewan has a voice with respect to policy, legislation, data collection, research, program and cost-sharing issues, especially in the areas of family law, youth justice, criminal law policy and Aboriginal justice.
- Enable departmental implementation of the Aboriginal Core Strategy, especially in regards to tripartite relations, crime prevention and community-based justice initiatives.
- Prioritize and address internal information, data collection, evaluation and analysis requirements.
- Facilitate and ensure timely, accurate and effective implementation of legislative amendments through information sharing, training and policy development.
- Co-ordinate appropriate public consultation as an adjunct to policy and program development

1996/97 Activities and Results

- Provided support for various Deputies and Ministers Responsible for Justice meetings.
- Chaired or participated in numerous Federal/ Provincial/Territorial committees including the F/P/T Committee on Sentencing Implementation, the F/P/T Child Support Guidelines Task Force, the F/P/T Young Offenders Act Task Force, the F/P/T Public Disclosure Technical Working Group and standing committees on criminal and family law issues.
- Negotiated the Federal-Provincial criminal and young offender legal aid agreement; participated in national Permanent Working Group on Legal Aid

and participated as a member of the Saskatchewan Legal Aid Commission.

- Chaired or participated in a number of interdepartmental and intersectoral committees such as the Interdepartmental Family Violence Committee, the Interdepartmental Child Abuse Committee, the Saskatchewan Child Action Plan Steering Committee and the ADM Forum on Human Services.
- Conducted a number of evaluation reports and program reviews, including evaluation of the *Victims of Domestic Violence Act*, Saskatoon Community Mediation Services and the Family Law Division.
- Participated in national surveys conducted by the Canadian Centre for Justice statistics and represented the department on the Liaison Officers Committee and Executive Committee for the Canadian Centre for Justice Statistics.
- Co-ordinated the implementation of the following Bills amending the Criminal Code: Bill C-41 (Sentencing Reform), Bill C-95 (Criminal Organizations), Bill C-17 (Omnibus II) and *Contraventions Act*.
- Facilitated federal-provincial consultation on the proposals to amend the criminal law on: creating a national DNA data bank, the production of records in sexual offence proceedings, criminal procedure reforms, controlled drugs and substances legislation, child prostitution and high risk offenders.
- Supported the development and delivery of training for first response child abuse investigators.
- Co-ordinated the provincial implementation of amendments to *The Divorce Act* and *The Family Maintenance Act* including creating child support guidelines. This also included making a presentation to the Senate on *The Divorce Act* amendments and implementation issues.
- Acted as the Central Authority for International Child Abduction for Saskatchewan.
- Conducted tripartite negotiations with First Nations and the federal government on the implementation of community-based justice initiatives. Negotiated other Aboriginal and Metis community justice funding to support programs such as Women Find offered by the Aboriginal Women's Council of Saskatchewan.

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- Participated in Aboriginal policy development for the Department of Justice in such areas as self-government and in Federal/Provincial/Territorial review of the Federal Aboriginal Courtworker Program. Also participated on the Courtworker Advisory Board.
 - Supported various Aboriginal forums including the Indian Justice Tripartite Committee and the internal Aboriginal Justice Committee.
 - Developed evaluation strategies and information on Aboriginal justice issues, including a paper on the context of Aboriginal Involvement in Justice in Saskatchewan and a Community Justice Development Assessment Report on the Regina Aboriginal Human Services Co-operative.
 - Participated in Federal/Provincial/Territorial review of the Federal Aboriginal Courtworker Program and participated on the Courtworker Advisory Board.
 - Co-chaired a national conference in Winnipeg on Public Disclosure and Other Techniques for Managing High Risk Offenders in the Community.
 - Provided support to the Public Disclosure Committee of Saskatchewan.
 - Co-ordinated the development and implementation of a provincial strategy to combat child prostitution.

1997/98 Objectives

- Work with the Community Justice Branch to implement a strategy to transfer program responsibility for Aboriginal community justice grants to that Branch.
- Same as those stated for 1996/97.

LEGISLATIVE DRAFTING

The Legislative Drafting Branch provides a central drafting service for all Government departments, boards and agencies and for Crown corporations. The Branch drafts Government Bills on the instructions of the Legislative Review Committee of Cabinet and regulations on the instructions of the Regulations Review Committee. Branch staff serve as advisors to the Legislative Review Committee and the Regulations Review Committee of Cabinet on matters relating to drafting. The Branch prepares bilingual bills and regulations.

It is also responsible for printing all Government bills, for preparing the loose-leaf edition of the Statutes of Saskatchewan, for maintaining the electronic database of Acts and regulations and for ensuring that all regulations are printed in the Gazette.

1996/97 Objectives

The Branch's overall objectives are:

- To assist the Government in achieving its objectives by drafting Bills and regulations in a clear, consistent and timely manner.
- To assist the Government in making Acts and regulations readily accessible to the public.
- To assist the Minister in fulfilling the Minister's statutory mandate to: ensure that the administration of public affairs is in accordance with the law; advise on the Legislative Acts and proceedings of the Legislature of Saskatchewan and generally advise the Crown on all matters of law referred to the Minister by the Crown; and advise department heads of the government on all matters of law connected with those departments.

1996/97 Activities and Results

- Drafted Government bills and regulations based on drafting instructions prepared by Government departments and agencies and approved by the Legislative Review Committee or the Regulations Review Committee.
- Attended meetings of the Legislative Review Committee and the Regulations Review Committee and advised on drafting matters.
- Assisted in the Regulatory Reform Initiative by working with Executive Council, Economic and Co-operative Development and other Government departments and agencies to identify and repeal unnecessary regulations, revising older regulations and wording new regulations in a clear and understandable manner.
- Revised statutes and regulations when required and oversaw the preparation of bilingual Acts and regulations.

1997/98 Objectives

- The same as those stated for 1996/97.

THE QUEEN'S PRINTER

The Queen's Printer publishes and distributes legislation, regulations and other government legislative publications, including *The Saskatchewan Gazette*, *Tables to Saskatchewan Statutes and Regulations*, the *Saskatchewan Rules of Court* (for the Court of Queen's Bench and the Court of Appeal), bound annual statutes, and the consolidated *Statutes of Saskatchewan and Regulations of Saskatchewan* for the Government of Saskatchewan and the public.

Under the authority of the Minister of Justice and the Lieutenant Governor in Council, and subject to *The Queen's Printer's Act*, the Queen's Printer operates as a retail business through a revolving fund, and sells its legislative publications in order to achieve the fund's break-even mandate.

Budget: Funded through revenue generated within the fund [\$42,000 is provided by the General Revenue Fund to meet the net financing requirements.]

FTEs: 9.0

1996/97 Objectives

The overall objective of the Queen's Printer is to improve efficiency by:

- providing quick access to accurate legislative information at greater economies of scale; and,
- improving consumer satisfaction and relations with the services offered by the Branch and, as a result, increase the volume of sales.

1996/97 Activities and Results

- Queen's Printer publications have been available commercially, on-line, through the Internet since January 1, 1997. A 1-800 number was also established to handle any questions, comments, or problems concerning the Queen's Printer.
- All type-setting and consolidation is conducted in-

house at the Office of the Queen's Printer, which allows for higher quality and maintenance of the publications, as any potential problems and delays in production can be remedied on-site, quickly and efficiently.

- The following processes were implemented to increase customer satisfaction: a ten day turn-around system which dictates that orders will be delivered within ten days from request; and, an e-mail page which provides an opportunity for same-day correspondence with customers and potential customers.

1997/98 Objectives

- To continue improving and expanding the Internet service.
- To continue with office automation and private sector partnering.
- To make legislation more widely accessible and affordable.
- To work with other government and private agencies to ensure consistent legislative information is distributed to the public.

RESTORATIVE JUSTICE BRANCH

The Restorative Justice Branch was created May 1, 1996 to co-ordinate development of a province wide restorative justice strategy for adult and young offenders. Restorative justice is a different way of addressing crime and disorder problems in communities. It involves the rebalancing of responsibilities between government and community, placing emphasis on community alternatives. A greater reliance on community based programs will enable the criminal justice system to focus its resources on high risk, violent offenders who pose a significant threat to the public. In December 1995, Cabinet approved these goals of restorative justice:

- enhanced community safety and protection;
- reservation of the formal justice system for the most serious matters and developing alternative measures for less serious crime;
- strengthen communities through involvement of victims, offenders, government and community in a balanced approach to criminal behaviour;

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- reduced crime by increased offender accountability to victims and community;
 - increased trust and perception of fairness in the criminal justice system.

1996/97 Objectives

- To provide information and education through public education workshops, train criminal justice staff and build partnerships with the community to develop support for program initiatives.
- To provide co-ordination for the initiative within the justice system and government, in collaboration with Social Services.
- To assist with the development of community-based adult diversion projects.

1996/97 Activities and Results

- Created a new branch in May 1996.
- Developed a Minister's Order for Adult Alternative Measures, consistent with Criminal Code amendments in September 1996.
- Developed significant policy and procedures to encourage and permit the development of adult diversion programs.
- Presented information to the federal/provincial Ministers Responsible for the Administration of Justice about the Restorative Justice initiative, in February 1997.
- Participated in the design and organization of the first National Symposium on Restorative Justice in Vancouver in March 1997. Minister and department officials were speakers at the three-day session.
- Community workshops about Restorative Justice were held in Regina, North Battleford, Yorkton, Prince Albert, Meadow Lake, La Ronge, Moose Jaw, La Loche, Fort Qu'Appelle, and Lloydminster.
- Provided information in presentations about Restorative Justice to the Saskatchewan Legal Aid Commission, the ADM's Forum, National Crime Prevention Council, Mediation Saskatchewan, and Aboriginal Women's Council of Saskatchewan.

- Developed a joint evaluation plan with Justice and Social Services to: develop a baseline of criminal justice activity; develop program effectiveness measures; and, measure the impact of restorative justice initiatives on the criminal justice system, victims, community and offenders.
- Evaluated the Saskatoon Community Mediation Services adult mediation program.
- Developed adult alternative diversion projects in with the Regina Alternative Measures Program and in Moose Jaw. Continued adult diversion projects in Saskatoon and North Battleford. Assisted other communities with defining community need and readiness.
- Saskatchewan took a lead role nationally in the development of procedures for the Canadian Police Information Centre (CPIC) and in the revision of statistics for Statistics Canada, Canadian Centre for Justice Statistics (CCJS) to report adult diversions.
- Developed training modules for criminal diversion programs by establishing an advisory committee representing post secondary education, adult educators, mediation community, criminal justice system and Aboriginal organizations to guide the training plan.
- Together with the RCMP, Justice and Social Services developed a targeted, multi-year plan to focus on communities most in need, as determined by crime rates and community capacity. Priorities identified through the Aboriginal Justice Core Strategy were considered.

1997/98 Objectives

- Develop a Community Services Branch by incorporating Aboriginal Justice Initiatives, Aboriginal Courtworker Program and Restorative Justice.
- Develop the staff components necessary to offer successful programs.
- Continue to support development of adult diversion programs through expansion of existing programs and by initiating new services.

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- Develop and begin delivery on a training plan to meet the needs of community and criminal justice personnel involved in community-based programs.
 - Engage in the Restorative Justice and Aboriginal Justice Evaluation Strategies by undertaking qualitative and quantitative information gathering about objectives and program activities.
 - Redesign contracts for use with Aboriginal Justice contributions, restorative justice programs, fee for service agencies and individuals.
 - Offer workshops and training sessions for communities and criminal justice personnel to introduce the Community Justice programs.
 - Continue to offer presentations to local, provincial and national groups about the Saskatchewan justice initiatives.
 - Complete the strategic planning work within the new Branch to affirm the direction and activities.
 - Design an on-going consultation plan for the Branch and community to engage in strategic and informational exchanges.

Administration, Accommodation and Central Services

Administrative services were provided by three branches in the department's Finance and Administration Division (Administrative Services Branch, Human Resources Branch and System Services Branch), as well as the Communications Branch, which is directly responsible to the Deputy Minister.

Accommodation and Central Services were provided by Administrative Services Branch in overseeing the procurement of goods, mail services, vehicle co-ordination and property management.

The following is the total budget and resources required to provide administration services and provide funding for the Deputy Minister's Office and the Minister's Office in 1996/97.

Budget: \$5.585 million

FTEs: 88.1

The budget for providing Accommodation and Central Services was \$13.361 million in 1996/97. FTEs for this service are provided through staff of Administrative Services Branch.

The dedicated and knowledgeable staff of the Division are one of its greatest assets.

Finance and Administration Division also houses and maintains all the financial and personnel records for the department.

The Systems Services Branch manages the department's central computer systems and maintains the department-wide support network.

The client base of the Administration Division includes Saskatchewan Justice and the associated Boards and Commissions.

ADMINISTRATIVE SERVICES BRANCH

The Administrative Services Branch delivers the following services: financial management advice, budget preparation and forecasting; revenue and expenditure accounting; internal audit; and, procurement of goods, mail services, vehicle co-ordination and property management.

In addition to its departmental support role, the Administrative Services Branch is the government's central agency for the co-ordination and administration of *The Freedom of Information and Protection of Privacy Act*. The Freedom of Information Unit

produces its own annual report independently of Saskatchewan Justice.

1996/97 Objectives

- Provide effective and efficient administrative support to the program areas in the Department of Justice and the Boards and Commissions associated with the Department.
- Complete the Branch's automation plan by acquiring computers for all staff in the Branch.
- Co-ordinate a workstation ergonomic assessment and employee training plan for the department.
- Review and revise the department's delegation of authority of financial and administrative items to ensure the delegation is at the lowest appropriate level in the department.

1996/97 Activities and Results

- During 1996/97, Administrative Services was able to complete its automation plan by acquiring computers for all staff in the Accounting Unit. All employees in the Branch now have desk-top computers and are able to take full advantage of tools such as electronic mail, spreadsheets and word processing.
- Under the direction of the department's Occupational Health and Safety Council, took a leadership role in the development of an ergonomic risk identification and assessment program for employees. An in-house ergonomic training program was developed and delivered to Justice employees throughout the province.
- The Branch continued its efforts to achieve the most appropriate level of delegated signing authorities. This is a multi-year project which will continue into 1997/98.
- The accounting unit had a post-audit error rate of 2.8 per cent in 1996/97. This compares favourably with the government's accepted error rate of 4 per cent.
- Provided direction and support to government institutions and the public as it relates to *The Freedom of Information and Protection of Privacy Act*. Across government, 126 personal and 364 general applications were received in 1996/97, as compared to 79 personal and 251 general applications in 1995/96.

- In partnership with the program divisions and the Boards and Commissions: co-ordinated office relocation and/or renovation projects for the Mediation Services Branch, the Farm Land Security Board and the Saskatchewan Securities Commission; co-ordinated a number of relocations and improvements in Head Office; and, provided project management for the construction of a high security unit at the Pine Grove Correctional Centre.
- Completed 13 internal audits to assist senior management in ensuring the financial integrity of department programs. No fraudulent activities were detected during the audits. Detailed audit reports were issued to program managers to document situations of non-compliance with financial, legislative or internal control requirements.

1997/98 Objectives

- Continue to provide high quality and cost-effective administrative services to the department and associated Boards and Commissions.
- Ensure appropriate financial controls are in place in redesigned systems and ensure the systems have been approved by the Provincial Comptroller's Office.
- Commence the development of a long-range departmental space plan.
- Provide support and assistance to the Office of the Rentalsman in the introduction of the new security deposit program including program design, office space, acquisition of equipment and the delivery of the accounting component of the program.

HUMAN RESOURCES BRANCH

Under the authority of *The Public Service Act*, the Human Resources Branch provides leadership and quality service in the management and development of human resources to departmental employees, their families and associated agencies.

The primary services provided are: pay and benefits administration; staff and organizational development; recruitment of employees and position classification; labour relations; human resource policy/guideline administration; and, records management.

1996/97 Objectives

- Co-ordinate the implementation of a new corporate In-Scope Class Plan that provides greater flexibility for managers and employees in describing work that needs to be done and provides an improved system of compensation to employees for the work they do.
- Incorporate human planning into major change initiatives throughout the department to more effectively meet the needs of the department and its employees.
- Support the department's objectives to enhance and maintain the quality of work life for employees.
- Participate in and co-ordinate the implementation of the Scope Review within the department to ensure employees are allocated appropriately as stipulated by *The Trade Union Act*.
- Develop a payroll audit within the department to ensure high risk payments are paid correctly.
- Participate in the corporate-wide Human Resources Review to ensure the human resource needs of the department are represented and reflected in future changes.
- Support various Branch organizational/operational reviews and assist managers and employees in meeting the objectives and goals of the reviews.

1996/97 Activities and Results

- Worked with managers and employees to educate them on the new in-scope class plan factors, on the development of comparative descriptors and the completion of job allocation forms for all in-scope staff.
- Human Resources Branch developed a departmental policy on integrated human resource planning, and have taken a lead role in obtaining resources to support employees and the organization going through major change. In addition, Human Resources Branch has provided direct support to the branches undergoing major change.
- Continued to co-ordinate the Racial and Ethnic Discrimination Program with approximately 50 per cent of employees completing the training.

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- Developed a departmental Orientation Manual to ensure employees understand departmental structure, services, benefits and the role of the union.
 - Continued to ensure department employees are aware of their ability to access various programs such as job share, variable hours of work and deferred salary leave, etc.
 - Undertook numerous initiatives to support the quality of work life for employees within the Branch.
 - Developed a departmental plan for work station assessment and employee training on ergonomics, and began the implementation of the plan.
 - Worked with the department Occupational Health and Safety Council in the development and implementation of a "Violence in the Workplace" policy.
 - Branch office automation needs have been identified and a plan developed to address the Branch requirements.
 - The Branch continues to design, develop and deliver training modules for specific work units and department general sessions.
 - Overall responsibility for the review and evaluation of out-of-scope positions in the department and recommendations on the allocations of positions based on *The Trade Union Act*.
 - Developed a rationale and plan to support the need for a payroll audit system within the department.
 - Human Resources Branch and department managers participated in consultations regarding high priority human resources needs, systems and processes to be improved upon.
 - Participated in the review and assessment of new corporate human resource systems and processes.
 - In partnership with the Public Service Commission, dedicated a resource to begin the process of repositioning Human Resources in the department.
 - Human Resources Branch continues to provide support to address issues flowing from organizational and operational reviews.

1997/98 Objectives

- Support organizational change initiatives and operational reviews with the department.
- Continue to support the department's objectives to enhance and maintain the quality of work life for employees.
- Continue to provide support to the corporate Human Resources Review and provide leadership within the department to ensure the department's needs are represented and reflected in the future changes.
- Co-ordinate department needs in the collective bargaining process and communicate and analyze the impact of negotiations.
- Continue to participate in and co-ordinate the scope review in the department.
- Continue the implementation of the new in-scope class plan.
- Implement and support the core competency staffing model.
- Develop a strategic and Human Resource plan for the Branch.
- Address the impact of a decentralized payroll audit to the department.
- Develop a Branch workplan and learning plan.

SYSTEMS SERVICES BRANCH

The Systems Services Branch provides support and direction to the department in the use of information technology to support its business strategies and increase the creativity and productivity of employees. The primary responsibilities of the Branch include: client services to assist branches in planning and identifying opportunities for using information technology in meeting their program objectives; project management services for the development and enhancement of its computer systems; support services to individuals using information technology; technical services to provide the appropriate technical infrastructure and availability of technology to support

the delivery of departmental programs and initiatives; and acquisition services for the departmental information technology requirements.

1996/97 Objectives

- Implement an automated voice-response system in Maintenance Enforcement.
- Complete the first half of the Conceptual Design phase of the five-year Land Titles Automated Network Design (LAND) Project to re-engineer and automate Land Titles.
- Implement the provisions of Bill C-41 in the department computer systems.
- Implement an Electronic Subscription Service for the Queen's Printer over the Internet.
- Improve the metrics used to monitor systems activities.
- Complete network segmentation to improve overall network performance.
- Complete Year 2000 pre-assessment.
- Install approximately 100 personal computers.
- Answer over 10,000 Help Desk phone calls during the year with an abandonment rate of less than 5 per cent.
- Provide system availability of 99.9 per cent during business hours.
- Enter into a partnership agreement for end-user support.

1996/97 Activities and Results

- Implemented an automated voice response system in Maintenance Enforcement.
- Completed the first half of the Conceptual Design phase of the five-year LAND Project to re-engineer and automate Land Titles.
- Implemented the provisions of Bill C-41 in the departmental computer systems.

- Implemented an Electronic Subscription Service for the Queen's Printer providing public access through the Internet.
- Implemented revised metrics for systems activities.
- Completed segmentation of the network and improved network performance.
- Completed a Year 2000 pre-assessment.
- Installed 255 personal computers.
- Answered nearly 16,000 Help Desk phone calls with an abandonment rate of 4.76 per cent.
- Provided system availability of 99.38 per cent during business hours.
- Signed a long-term agreement for end-user support.

1997/98 Objectives

- Complete a Year 2000 assessment on the Department's 39 business applications, its desktop computers and its network infrastructure.
- Implement a formal security program for the Department's application and desktop systems.
- Expand the capacity of Courts, Corrections and Maintenance Enforcement applications.
- Complete the last half of the conceptual design and issue a request for proposal for the five-year Land Titles Automated Network Design (LAND) project to re-engineer and automate Land Titles.
- Complete business cases and initiate conceptual designs for new systems for Corporations and Public Trustee.
- Implement a new system to support revised security deposit procedures introduced with a new *Residential Tenancies Act*.
- Implement a pilot system to support one-stop business registration and reduce red tape for start up businesses.
- Provide personal computers to all public prosecutors and provide electronic mail to their Regina and Saskatoon locations.

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- Implement new systems for the Surrogate Court, Marriage Commissioners and Commissioners for Oaths.
 - Install approximately 300 personal computers.
 - Answer over 16,000 Help Desk phone calls with an abandonment rate of less than five per cent.
 - Provide system availability of 99.9 per cent during business hours.

COMMUNICATIONS BRANCH

The Communications Branch provides the strategic communications planning and central support resources necessary for the Department to meet its communication objectives. The Branch is available to provide advice to independent Boards and Commissions reporting to the Minister of Justice. Branch activities include the development of communications strategies for programs and initiatives, media relations and preparation of all related communications materials.

1996/97 Objectives

- Establish a department editorial board and produce a department-wide staff newsletter.
- Begin development of a detailed branch workplan based upon the department's Communications Core Strategy, including the development of a public education strategy.
- Produce a departmental brochure, outlining major programs and initiatives.
- Develop the department's Internet website.
- Begin the development of administrative procedures for the branch, including tracking systems for media calls and communications projects.
- Provide experience and advice to assist the Senior Communications Consultant in developing strong media relations skills to handle this function in the absence of the Director.
- Work with Prosecutions Branch to identify and adapt suitable media relations training for Crown Prosecutors, assist in delivering training to senior Crown Prosecutors in the province.

- Continue to provide communications support services to all areas of the department.
- Continue to assess branch workload and determine whether human resource levels are adequate to meet demands.

1996/97 Activities and Results

- Established a departmental editorial board and began in-house bi-monthly production of a staff newsletter, *Justice Profile*.
- Completed the initial stages in the development of a branch workplan. Work is on-going.
- Production of a departmental brochure not completed due to lack of human resources.
- Developed the department's Internet website.
- Began development of administrative procedures for the Branch, including tracking systems for media calls and communications projects.
- Provided experience and advice to assist the Senior Communications Consultant to develop strong media relations skills.
- Worked with Prosecutions Branch to identify and adapt suitable media relations training for Crown Prosecutors and assisted in delivering training to senior Crown Prosecutors in the province.
- Provided communications support in the form of strategic planning advice, writing of speeches, news releases, articles, etc. for major departmental initiatives and programs.
- Continued to assess branch workload to determine whether human resource levels are adequate to meet needs.
- Provided media relations services, including advice and co-ordination, to the department.

1997/98 Objectives

- Develop a strategic communications plan based on the department's Communications Core Strategy to include internal and external communications and a public education strategy.

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- Develop a visual/corporate identity for Saskatchewan Justice.
 - Develop a departmental brochure, outlining major programs and initiatives.
 - Develop a database of departmental publications and resources.
 - Continue to update and expand the departmental website.
 - Continue to provide communications support services to all areas of the department.
 - Continue to provide media relations services, including advice and co-ordination, to the department.
 - Continue to assess branch workload and determine whether human resource levels are adequate to meet the demands of the Branch.

Boards and Commissions

A number of boards, commissions and agencies appointed and funded by government, but legislated to function independently, report to the Minister of Justice and Attorney General.

Policy and administrative support are provided to these boards, commissions and agencies, as required, by various branches of Saskatchewan Justice.

Budget: \$12.765 million

FTEs: 63.3

The following boards and commissions produce annual reports independently of Saskatchewan Justice:

- Farm Land Security Board
- Public and Private Rights Board
- Surface Rights Arbitration Board
- Saskatchewan Police Commission
- Saskatchewan Police Complaints Investigator
- Saskatchewan Human Rights Commission
- Saskatchewan Law Reform Commission
- Saskatchewan Legal Aid Commission

The annual reports of the following boards and commissions are contained in this section of the Saskatchewan Justice annual report:

- Provincial Mediation Board/Office of the Rentalsman
- Saskatchewan Securities Commission
- The Agricultural Implements Board
- The Farm Tenure Arbitration Board
- The Film Classification Board.

FARM TENURE ARBITRATION BOARD

The Farm Tenure Arbitration Board reports to the Minister of Justice and Attorney General. The Board arbitrates lease disputes between eligible farmers and lenders with respect to the six year Farm Land Leaseback Program established pursuant to the provisions of *The Saskatchewan Farm Security Act*. The Farm Land Leaseback Program assists farmers experiencing financial difficulty by providing a period of secure land tenure to the farmer after title to the farmer's land has been transferred to a lending institution. Security of tenure takes the form of a mandatory leaseback in which the lending institution is required to lease the farm land back to the farmer for a period of up to six years. The program provides farmers in financial difficulty with an opportunity to remain on the land and to contribute to the development of rural Saskatchewan.

The Board has the authority to determine the commercially reasonable rent, terms and conditions of Leaseback Program leases and to address termination and certain leaseback eligibility issues. The Board is also responsible for the administration of the lease and arbitration components of the Leaseback Program. The compensation component of the program is administered by the Collections, Taxes and Leaseback Division of Saskatchewan Agriculture and Food.

The client group served by the Board consists of farmers and/or farming corporations, chartered banks, credit unions, trust companies and the provincial government including Agricultural Credit Corporation of Saskatchewan and Saskatchewan Agriculture and Food.

Budget: \$265,000. The budget supports the expense of Board hearings and program administration in addition to the maintenance of a Board office.

FTEs: 3.0

1996/97 Objectives

To provide an effective and efficient means of dispute resolution for Leaseback Program participants through:

- informal assistance to leaseback participants in settling lease disputes without resort to arbitration with the minimum settlement target consisting of 20 per cent of hearing applications; and,
- formal assistance to leaseback participants through a timely and binding arbitration process with a turnaround time of 60 days or less.

To continue to improve participant compliance with leaseback requirements through:

- monitoring all incoming notice and lease documentation and informing participants of areas of concern
- following-up Board orders to determine whether conditions have been met; and
- preparing and providing leaseback participants with access to a detailed Board order directory and issues listing for reference purposes to provide guidance in procedural matters.

To develop a restructuring plan to accommodate the winding down of the Board and the Leaseback Program over the next six-year period.

To complete the Board's lease rate research project involving the assessment of market lease rates in the province.

1996/97 Activities and Results

- Dispute resolution objectives were met for the 1996/97 fiscal year as determined by the Board's hearing activity which is the key result indicator in this area. The Board received 73 hearing applications. Of the applications received, 43 matters did not proceed to arbitration, the disputes having been settled by the parties with the assistance of Board office staff. These settlements resulted in a significant reduction in hearing expenses. All remaining applications resulted in arbitration hearings in the 1996/97 fiscal year, including a backlog of four pending applications from the 1995/96 fiscal year. A total of 34 hearings were held with one appeal being taken from a decision rendered by the Board. Arbitration hearings generally occurred within two to three weeks of the date of application with decisions being generated within 15 days of the hearing date. Service objectives for hearing turnaround times were met following budget reductions and were in keeping with Board guidelines for achieving administrative efficiencies in the hearing process.
- Compliance objectives were also met for the 1996/97 fiscal year as indicated by notice content and activity, which are the key result indicators in this area. The monitoring process and information service provided by the Board office continued to have a direct impact on improvements in notice content and activity in terms of assisting participants in addressing compliance issues.
- A restructuring plan to facilitate the winding down of the Board and the lease and arbitration components of the Leaseback Program were developed in 96/97. The plan involves a series of budgetary and staffing reductions throughout the winding down period, with the first phase of the plan to be implemented as of the 1997/98 fiscal year.
- The lease rate research project was also completed in 1996/97 with the submission of the final report prepared by the Board's Research Officer. The results of the project are in the process of being reviewed by the Board.

1997/98 Objectives

The Board's objectives for the 1997/98 fiscal year are:

To maintain an effective and efficient means of dispute resolution for Leaseback Program participants through:

- informal assistance to leaseback participants in settling lease disputes without resort to arbitration with the minimum settlement target consisting of 30 per cent of hearing applications;
- formal assistance to leaseback participants through a timely and binding arbitration process with a turnaround time of 45 days or less;
- monitoring the effectiveness of leaseback decisions through the tracking of appeals from Board orders;
- minimization of hearing expenses for leaseback participants through location scheduling which involves less than 250 km of travel for the parties involved; and
- monitoring the cost effectiveness of hearings for leaseback participants through tracking the number of hearings involving legal counsel and expert witnesses.

To maintain participant compliance with program requirements by:

- monitoring all incoming notice and lease documentation and informing participants of areas of concern;
- following-up Board orders to determine whether conditions have been met
- providing an information service for leaseback participants with respect to leaseback matters; and,
- conducting a program-wide compliance review of leaseback registrations.

To implement the Board's restructuring plan for the winding down of the Board and the Leaseback Program.

To develop an action plan to address the concerns of leaseback participants who will be exiting the Leaseback Program over the next six year period.

To evaluate the results of the Board's lease rate research project.

PROVINCIAL MEDIATION BOARD AND OFFICE OF THE RENTALSMAN

The Provincial Mediation Board offers assistance to individuals with personal debt problems by reviewing their financial situation and providing directions and options open to them. The Board may arrange repayment plans with creditors. There is also an involvement in arranging repayment plans for property tax arrears.

Members of the general public who have been overloaded with personal debt problems and are at the point of bankruptcy or losing their property may access the services of the Provincial Mediation Board.

The Office of the Rentalsman provides information to landlords and tenants about residential tenancy rights and obligations. It adjudicates disputes between landlords and tenants.

Residential landlords and tenants who are in dispute may use the services of the Office of the Rentalsman.

Provincial Mediation Board

Budget: \$182,000

FTEs: 4.5

Office of the Rentalsman

Budget: \$429,000

FTEs: 8.4

Combined Budget: \$611,000

Combined FTEs: 12.9

PROVINCIAL MEDIATION BOARD

1996/97 Objectives

- To qualify counsellors under the new training requirements for Consumer Proposals.
- To increase revenues by \$15,000 through new legislation allowing fees on mediated debt files.
- To integrate changes in *The Tax Enforcement Act* into the process of the Provincial Mediation Board.

1996/97 Activities and Results

- Counsellor has received proper designation for Consumer Proposal.
- Revenues have increased by about \$1,800.
- Legislative changes came into effect on January 1, 1997 and processes have been defined to accommodate changes.

1997/98 Objectives

- To implement new computer application for Consumer Proposals.
- To increase revenue by \$15,000 through debt mediation program and tax enforcement.

OFFICE OF THE RENTALSMAN

1996/97 Objectives

- Review the use of mediation in disputes.
- To be able to schedule 90 per cent of hearings within eight weeks of application and to have 95 per cent of decisions made within one month of hearings.
- Promote and increase the use of the Office of the Rentalsman outside of Regina and Saskatoon by 15 per cent.
- Provide more public information on residential tenancy matters.

1996/97 Activities and Results

- A complete review of the use of mediation was not made. Changes to legislation and process have taken mediation into account and will be reviewed in that context.
- Hearings and decisions have met timelines in general. There have been cases, however, that have not received decisions in the acceptable timelines. The problems have been recognized.
- The promotion of the Office of the Rentalsman in rural areas was deferred to the next year as part of the new legislative initiatives.

1997/98 Objectives

- To schedule all hearings within a 30-day time period from the date of application.
- To be able to provide decisions on all hearings within 50 days of application and to ensure that any monies that need to be disbursed are received within 60 days.
- To promote the Office of the Rentalsman and new legislative and procedural changes in all areas of the province.
- To provide more public information on residential tenancy matters.

Provincial Mediation Board			
Fiscal Year Ending:	1997	1996	1995
New Debt Mediation Repayment Proposals:	235	190	167
Monies Collected for Creditors:	\$899,615	\$934,760	\$1,029,700
Received as fees from Creditors:	\$ 67,839	\$ 66,000	\$ 66,094
Tax Enforcement Applications:	711	899	810
Office of the Rentalsman			
Applications for Hearings	2,071	1,755	1,850

SASKATCHEWAN SECURITIES COMMISSION

The Saskatchewan Securities Commission protects investors by regulating the sale of securities by ensuring that:

- those who sell securities to investors are honest and competent;
- investors are provided with a selling document which contains truthful, complete and understandable information on which to base their investment decision;
- buyers and sellers have equal access to information about companies whose shares are trading in the secondary market; and
- persons taking undue advantage of purchasers are held to account.

The Commission administers *The Securities Act, 1988*.

Budget: \$918,000

FTEs: 16.7

1996/97 Objectives

- Continue the Commission's core functions including registration, prospectus review, exemption applications, continuous disclosure and enforcement.
- Continue mutual fund dealer examinations and deposit agent spot audits.
- Summarize comments received on Second Discussion Paper on Regulation of Financial Planners and identify issues raised.
- Complete fill-in-the blanks prospectus form.
- Continue to publish Monthly Bulletin and bi-annual Registration Newsletter.
- Continue to distribute investor education brochures.
- Finalize regulations to implement the Commission's regulation-making power.
- Contribute to the effective and efficient securities regulatory system in Canada by continuing work on projects of the Canadian Securities Administrators.

- Ensure that the Commission's computer system meets its future needs by:
 - setting up systems to accept electronic documents filed on the System for Electronic Document Analysis and Retrieval (SEDAR);
 - exploring the feasibility of a Commission home page on the Internet; and,
 - evaluating the Commission's database system and determining what upgrades are required.

1996/97 Activities and Results

- Did not conduct mutual fund dealer examinations and deposit agent spot audits because of a lack of resources.
- Summarized comments received on Second Discussion Paper on Regulation of Financial Planners and identified issues raised.
- Completed fill-in-the-blanks prospectus form.
- Published Monthly Bulletin, and Spring and Fall Registration Newsletters.
- Discontinued distribution of investor education brochures because of lack of demand.
- Finalized regulations to implement the Commission's regulation-making power.
- Contributed to work on projects of the Canadian Securities Administrators. Staff participated on committees working on the following projects:
 - national registration system
 - national system for co-ordinated review of exemption applications
 - national escrow rules
 - national system for co-ordinated review of prospectuses, and
 - preparing investor education material for use by all provinces.
- Set up systems to accept electronic documents filed on the System for Electronic Document Analysis and Retrieval (SEDAR). Evaluating the Commission's database system and exploring feasibility of Commission home page not pursued because of lack of funding.
- Continued with core functions as summarized by the chart on the following two pages.

	1996/97	1995/96
INITIAL REGISTRATION & RENEWAL OF COMPANIES		
New applications	46	31
Terminations	1	4
Registered at year end	254	209
INITIAL REGISTRATION & RENEWAL OF INDIVIDUALS		
New applications	1356	1219
Terminations	576	867
Registered at year end	4714	3934
REVIEW AND ISSUE RECEIPTS FOR SELLING DOCUMENTS OF SASKATCHEWAN ISSUERS		
Renewal simplified prospectus	0	2
Regular prospectus	15	14
Short form prospectus	1	2
Exchange offering prospectus	3	2
Amended prospectus	2	5
Offering memoranda	6	11
Community Bond corporation expression of interest offering memoranda	7	12
ISSUE RECEIPTS FOR SELLING DOCUMENTS OF NON-SASK ISSUERS REVIEWED IN OTHER JURISDICTIONS		
Renewal simplified prospectus	81	99
Short form prospectus	198	145
Amended prospectus	18	23
Regular prospectus	267	129
RECEIVE CONTINUOUS DISCLOSURE DOCUMENTS FROM COMPANIES		
Insider trading reports	1203	592
Annual financial statements	1777	1959
Interim financial statements	3844	3873
Proxy/information circulars	905	968
Material change reports	1190	940
Annual information Forms	1593	1365
DEAL WITH APPLICATIONS FOR EXEMPTIONS		
Applications granted, approved or filed	669	512
Applications withdrawn	35	118
Applications denied	0	1

	1996/97	1995/96
Investigate investor complaints and take enforcement action where necessary		
Filed opened	91	110
Filed closed	105	125
Obtained agreement and undertaking	2	1
Conducted examination under oath	13	15
Issued freeze order	0	3
Conducted hearing	2	1
Issued investigation order	11	11
Issued temporary cease trade order	10	7
Issued extending/permanent cease trade order	9	5
Issued order removing exemptions	3	2

1997/98 Goals and Objectives

- Continue the Commission's core functions including registration, prospectus review, exemption applications, continuous disclosure and enforcement.
- Change current annual renewal registration process to permanent registration system.
- Implement new national co-ordinated system for exemption applications.
- Establish process for issuing press releases on enforcement matters.
- Implement process for making Commission regulations including reformulation of existing Commission policies into Commission rules.
- Develop rules for dealers selling exempt securities.
- Liaise with Financial Planners Standards Council of Canada in working with other provinces to adopt financial planner legislation.
- Continue to work on projects of the Canadian Securities Administrators including:
 - national registration system
 - national system for co-ordinated review of exemption applications
 - national escrow rules
 - national system for co-ordinated review of

prospectuses, and
 •preparing investor education material for use by all provinces.

- Examine and take stance on proposed new system of integrated disclosure for issuers.
- Amend *The Securities Act, 1988* to change to take-over bid rules and implement civil liability for continuous disclosure.
- Develop a new strategic plan for the Commission.
- Develop a business plan for the Commission and examine the implications of self-funding.

AGRICULTURAL IMPLEMENTS BOARD

As mandated under *The Agricultural Implements Act*, the Agricultural Implements Board works to ensure the availability of repair parts and service for agricultural implements.

The Board is composed of six per diem members that reflect the players involved in the farm machinery industry. The staff of the Consumer Protection Branch provide policy, administrative and investigative support, as required.

1996/97 Objectives

- To provide farmers an alternative to the Court System to address financial losses resulting from equipment problems.
- To review the need for legislative changes and make a recommendation to the Minister.

1996/97 Activities and Results

- During 1996/97, 111 distributors (representing 238 manufacturers) were registered in Saskatchewan. There were 520 dealers licensed and 9 dealers licenses were terminated during the year. A total of 38 written complaints regarding agricultural implements were received from farmers, dealers and distributors.
- The Board also continued to monitor parts depots in Saskatchewan. The depots continued to fill parts orders at a high percentage rate.
- Initiated the consultation process, through Board members, with associations and other groups who have a direct interest in farm equipment manufacturing and sales, respecting the need to update current legislation.

1997/98 Objectives

- To provide farmers an alternative to the Court System to address financial losses resulting from equipment problems.
- To work with government, farm machinery associations and farmer representatives, to determine a process and timetable for introducing new agricultural equipment legislation.

FILM CLASSIFICATION BOARD

The Film Classification Board classifies all films (motion pictures) intended for public viewing as well as all video cassettes rented or sold through retail outlets in Saskatchewan under the authority of *The Film and Video Classification Act*.

Board members are appointed by the Lieutenant-Governor through an Order-in-Council and report to the Legislature through the Minister of Justice. Their work is governed by both statutory and regulatory obligations and standards under *The Film and Video Classification Act*.

Members classify films into four categories: General, Parental Guidance, Parental Accompaniment and Restricted. To assist the public in making informed choices about films which are suitable for viewing, the Board may also add additional information pieces such as "Not suitable for children," "Coarse Language," and "Violence" which must appear in all related advertisements.

The Film and Video Classification Act requires that Board members consider each film in its entirety and take into account the general character of each film before classifying and approving it.

The Film Classification Board classified a total of 181 films and 544 video cassettes to total 725 items. In addition to these items, 134 were classified by documentation (special status, limited screening time). The Board also classified a total of 203 trailers for the period under review.

Film and Video Materials Viewed under <i>The Film and Video Classification Act</i> April 1, 1996 to March 31, 1997		
	Films	Video Materials
General	28	100
Parental Guidance	78	251
Parental Accompaniment	62	163
Restricted	13	27
Restricted (XXX)	--	--
Not Approved	--	3