



Government of  
Saskatchewan

# Annual Report 1997-1998

---

Saskatchewan  
Justice

---

# Table of Contents

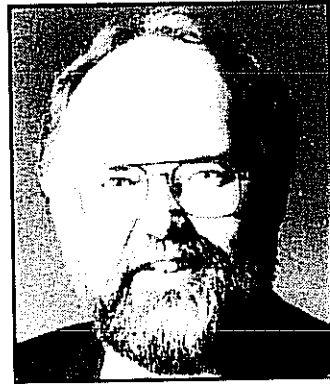
---

<b>Letters of Transmittal .....</b>	<b>2</b>
<b>Department Rationale and Governing Legislation .....</b>	<b>4</b>
<b>Financial and Human Resources .....</b>	<b>7</b>
<b>1997/98 Expenses and Budget .....</b>	<b>8</b>
<b>Revenues .....</b>	<b>10</b>
<b>Department Strategic Functions .....</b>	<b>12</b>
<b>Program and Line of Business Objectives .....</b>	<b>14</b>
Community Justice Division .....	14
Adult Corrections .....	22
Court Services .....	25
Registry and Regulatory Services .....	32
Legal Services .....	42
Administration, Accommodation and Central Services .....	51
<b>Boards and Commissions .....</b>	<b>57</b>
Agricultural Implements Board .....	57
Farm Tenure Arbitration Board .....	57
Film Classification Board .....	59
Provincial Mediation Board/Office of the Rentalsman .....	60
Securities Commission .....	63

# Letters of Transmittal

---

December 18, 1998

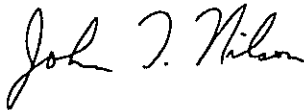


His Honour  
The Honourable J.E.N. Wiebe  
Lieutenant Governor of the Province of Saskatchewan

May It Please Your Honour:

I have the pleasure to transmit to your Honour the Annual Report of Saskatchewan Justice for the year ending March 31, 1998.

Respectfully submitted,



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

---

December 18, 1998

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 Saskatchewan Justice for the year ending March 31, 1998.

Saskatchewan Justice has, as you know, been engaged in clarifying its fundamental goals to ensure that its programs are directed to meeting, as effectively and efficiently as possible, the basic purposes of the justice system.

First, we are seeking to have a justice system that is trusted and understood by all. Society's standards of justice, as well as ideas of fair process, must inform all that we do in order to maintain the confidence of the public in our legal processes.

Second, the justice system must strive to keep individuals and communities safe. It must respond effectively and clearly to criminal acts. It must act innovatively to produce community healing. It must adopt smart and effective strategies for attacking the causes of crime.

Third, the legal system must promote legal dispute resolution that is efficient, timely, humane and constructive.

Fourth, our system of marketplace regulation, a significant part of which is the responsibility of Saskatchewan Justice, must facilitate market activity and promote both growth and fairness.

Fifth, Saskatchewan Justice is responsible to see that the business of government is conducted fairly and according to the rule of law.

The Annual Report describes our efforts to meet these vital goals. It shows, I believe, our commitment to strengthening and promoting our legal system and to providing a strong justice system for the people of Saskatchewan.

Respectfully submitted,



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

# Department Rationale and Governing Legislation

---

## Saskatchewan Justice's Vision

Our vision is a fair, equitable and safe society supported by a justice system that is trusted and understood. Our 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 co-ordination 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.

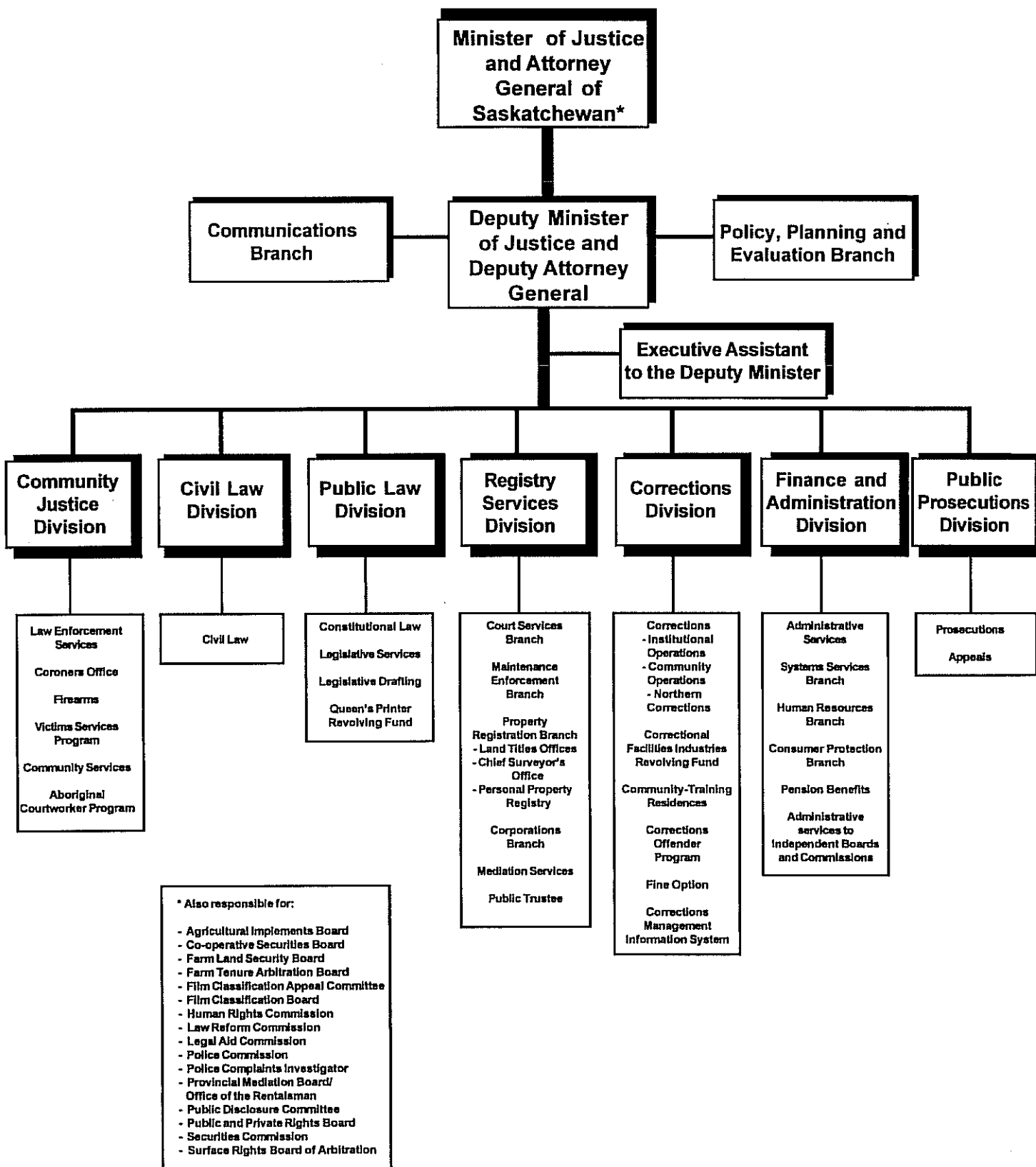
A number of boards and commissions report to the Minister of Justice and receive varying levels of administrative and policy support from Saskatchewan Justice:

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

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

# Saskatchewan Justice

Effective as of April 1, 1997



# Financial and Human Resources

## Overview of Expenses of Saskatchewan Justice 1997-1998 (\$ amounts in 000's, employee counts in Full Time Equivalents (FTEs))

SUBVOTE	ACTUAL 1997/98	ACTUAL FTEs	ESTIMATE 1997/98	ESTIMATED FTEs	VARIANCE \$	FTEs
<b>JU01 ADMINISTRATION</b>		<b>78.2</b>		<b>80.0</b>		<b>(1.8)</b>
Salaries	3,235		3,272		(37)	
Operating Expenses	2,450		2,299		151	
Grants and Other Third Party Transfers	10		0		10	
SUB TOTAL	5,695		5,571		124	
VARIANCE EXPLANATION: HIGHER CONSULTING COSTS/SYSTEMS						
<b>JU02 ACCOMMODATION AND CENTRAL SERVICES</b>		<b>0.0</b>		<b>0.0</b>		<b>0.0</b>
Operating Expenses	13,919		13,393		526	
Capital	0		150		(150)	
SUB TOTAL	13,919		13,543		376	
VARIANCE EXPLANATION: RENOVATIONS AND SPACE REQUIRED FOR THE SECURITY DEPOSIT PROGRAM (OFFICE OF THE RENTALS MAN)						
<b>JU03 COURT SERVICES</b>		<b>339.2</b>		<b>334.8</b>		<b>4.4</b>
Salaries	17,423		15,841		1,582	
Operating Expenses	7,791		6,070		1,721	
Grants and Other Third Party Transfers	66		0		66	
SUB TOTAL	25,280		21,911		3,369	
VARIANCE EXPLANATION: JUDICIAL SALARY/COMPENSATION COSTS AND INCREASED BAD DEBT ALLOWANCE FOR FINES						
<b>JU04 LEGAL SERVICES</b>		<b>187.4</b>		<b>181.8</b>		<b>5.6</b>
Salaries	9,570		9,282		288	
Operating Expenses	2,869		2,560		309	
Grants and Other Third Party Transfers	206		155		50	
SUB TOTAL	12,744		11,997		747	
VARIANCE EXPLANATION: IMPLEMENTATION OF REVIEW RECOMMENDATIONS IN PUBLIC PROSECUTIONS						
<b>JU05 COMMUNITY JUSTICE</b>		<b>18.6</b>		<b>20.7</b>		<b>(2.1)</b>
Salaries	919		997		(48)	
Operating Expenses	63,749		63,861		(112)	
Grants and Other Third Party Transfers	1,530		1,945		(415)	
SUB TOTAL	66,198		66,773		(575)	
VARIANCE EXPLANATION: COMMUNITY JUSTICE INITIATIVES DELAYED						
<b>JU06 ADULT CORRECTIONS</b>		<b>844.5</b>		<b>846.5</b>		<b>(2.0)</b>
Salaries	34,216		33,327		889	
Operating Expenses	9,450		10,422		(972)	
Grants and Other Third Party Transfers	555		0		555	
SUB TOTAL	44,221		43,749		472	
VARIANCE EXPLANATION: INMATE LEVELS HIGHER THAN ESTIMATED						
<b>JU07 REGISTRY AND REGULATORY SERVICES</b>		<b>292.1</b>		<b>254.7</b>		<b>37.4</b>
Salaries	10,335		8,997		1,338	
Operating Expenses	3,606		3,447		159	
Grants and Other Third Party Transfers	67		0		67	
SUB TOTAL	14,008		12,444		1,564	
VARIANCE EXPLANATION: ACTIVITY LEVELS IN LAND TITLES (REVENUE OFFSET)						
<b>JU08 BOARDS AND COMMISSIONS</b>		<b>71.8</b>		<b>72.5</b>		<b>(0.7)</b>
Salaries	3,438		3,420		18	
Operating Expenses	1,768		1,190		578	
Grants and Other Third Party Transfers	9,433		9,432		1	
SUB TOTAL	14,639		14,042		597	
VARIANCE EXPLANATION: IMPLEMENTATION OF THE SECURITY DEPOSIT PROGRAM IN THE OFFICE OF THE RENTALS MAN						
<b>JU09 COMPENSATION AND EXPENSES</b>						
Operating Expenses	24		0		24	
Grants and Other Third Party Transfers	350		0		350	
SUB TOTAL	374		0		374	
VARIANCE EXPLANATION: MILGAARD CASE						
<b>TOTAL SASKATCHEWAN JUSTICE</b>						
Salaries	79,236	1,831.8	75,106	1,791.0	4,130	40.8
Operating Expenses	105,626		103,242		2,384	
Capital	0		150		(150)	
Grants and Other Third Party Transfers	12,218		11,532		686	
TOTAL	197,080		190,030		7,048	



# SASKATCHEWAN JUSTICE 1997/98 SUMMARY OF ACTUAL EXPENSES AND BUDGET

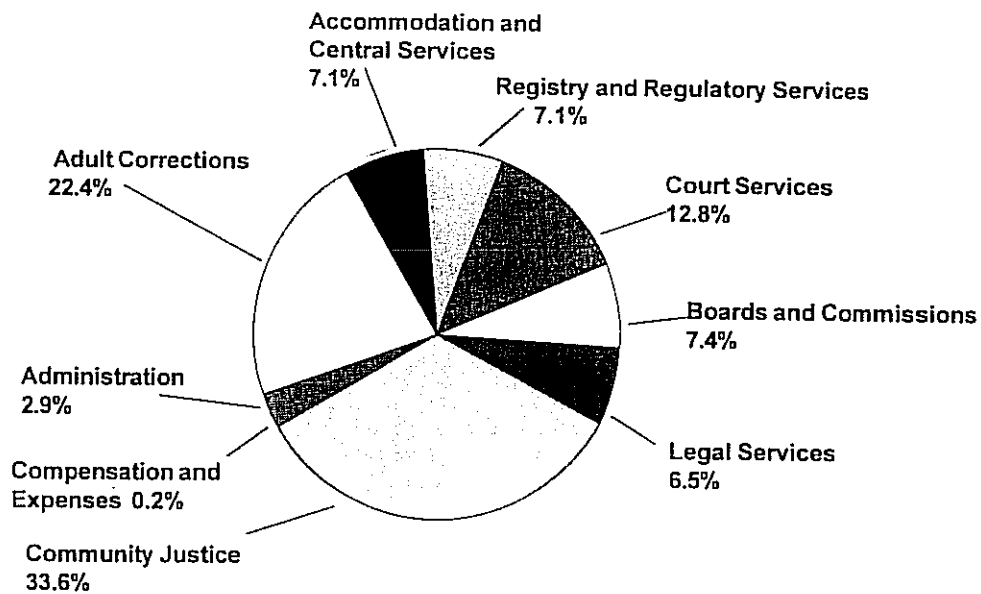
	ACTUALS (\$000's)					ESTIMATE (\$000's) *					VARIANCE (\$000's)	
	PERSONAL SERVICES	OPERATING EXPENSES	GRANTS TO THIRD PARTIES AND INDIVIDUALS	TOTAL EXPENSES	FTE'S	PERSONAL SERVICES	OPERATING EXPENSES	OTHER THIRD PARTIES AND INDIVIDUALS	TOTAL EXPENSES	FTE'S	ACTUALS TO ESTIMATE EXPENSES	FTE'S
001 ADMINISTRATION	3,235	2,450	10	5,695	78.2	3,272	2,299	0	5,571	80.0	124	(1.8)
002 ACCOMMODATION AND CENTRAL SERVICES	0	13,919	0	13,919	0.0	0	13,543	0	13,543	0.0	376	0.0
003 COURT SERVICES	15,342	6,932	46	22,320	284.6	14,094	4,809	0	18,903	278.1	3,417	6.5
004 JURY	1,040	216	0	1,256	32.2	1,011	158	0	1,169	31.6	87	0.6
005 PROSECUTION OF MAINTENANCE ORDERS	1,041	643	20	1,704	32.4	736	1,103	0	1,839	35.1	(135)	(2.7)
006 MEDIATION SERVICES	17,423	7,791	66	25,280	339.2	15,841	6,070	0	21,911	334.8	3,369	4.4
TOTAL												
007 LEGAL SERVICES	1,467	630	0	2,097	21.9	1,476	599	0	2,075	23.1	22	(1.2)
008 CIVIL LAW	2,086	643	205	2,936	38.7	2,083	645	155	2,883	39.7	53	(1.0)
009 PUBLIC LAW AND POLICY	6,115	1,685	0	7,800	117.1	5,723	1,274	0	6,997	110.0	803	7.1
010 PUBLIC PROSECUTIONS	0	(89)	0	(89)	0.0	0	42	0	42	9.0	(131)	(9.0)
011 JURY'S PRINTER REVOLVING FUND(AUTHORIZED BY LAW)	0	0	0	0	9.7	0	0	0	0	0.0	0	9.7
012 JURY'S PRINTER OPERATING SUBSIDY	9,670	2,869	205	12,744	187.4	9,282	2,560	155	11,997	181.8	747	5.6
TOTAL												
003 COMMUNITY JUSTICE	404	273	5	682	11.1	427	222	0	649	10.8	33	0.3
004 POLICE ADMINISTRATION	112	847	0	959	2.4	107	852	0	959	1.9	0	0.5
005 PROBATION	403	1,156	1,525	3,084	5.1	433	1,751	1,945	4,129	8.0	(1,045)	(2.9)
006 COMMUNITY SERVICES	0	63,473	0	63,473	0.0	0	61,036	0	61,036	0.0	437	0.0
007 SPECIAL CANADIAN MOUNTED POLICE	919	63,749	1,530	66,198	18.6	967	63,861	1,945	66,773	20.7	(575)	(2.1)
TOTAL												
006 ADULT CORRECTIONS	34,216	9,427	555	44,198	840.5	33,327	10,385	0	43,712	837.7	486	2.8
007 YOUTH CORRECTIONS	0	139	0	139	0.0	0	100	0	100	0.0	39	0.0
008 OPERATING SUBSIDY CORRECTIONAL FACILITIES IND. R.F.	0	(116)	0	(116)	4.0	0	(63)	0	(63)	8.8	(53)	(4.8)
009 OPERATIONAL FACILITIES IND. R.F. (AUTHORIZED BY LAW)	34,216	9,450	555	44,221	844.5	33,327	10,422	0	43,749	846.5	472	(2.0)
TOTAL												
007 REGISTRY AND REGULATORY SERVICES	7,081	1,954	0	9,035	208.5	6,064	2,004	0	8,068	175.2	967	33.3
008 PROPERTY REGISTRATION	0	12	0	12	0.0	0	25	0	25	0.0	(13)	(0.0)
009 TITLES ASSURANCE CLAIMS(AUTHORIZED BY LAW)	955	1,039	0	1,994	30.3	840	790	0	1,630	26.4	354	3.9
010 CORPORATIONS	1,009	425	0	1,434	27.3	953	457	0	1,410	26.5	24	0.8
011 PUBLIC TRUSTS	1,121	168	67	1,356	23.0	960	154	0	1,114	23.6	242	(0.6)
012 CONSUMER PROTECTION BRANCH	169	18	0	187	3.0	170	17	0	187	3.0	0	0.0
013 SENIORS BENEFITS	10,335	3,606	67	14,008	292.1	8,997	3,447	0	12,444	256.7	1,564	37.4
TOTAL												
008 BONDS AND COMMISSIONS	617	398	0	1,015	12.6	696	430	0	1,126	13.6	(111)	(1.0)
009 BARN SECURITY PROGRAMS	0	0	9,432	9,432	0.0	0	0	9,432	9,432	0.0	0	0.0
010 LEGAL AID COMMISSION	878	217	0	1,095	18.8	879	147	0	1,026	20.3	79	(1.5)
011 HUMAN RIGHTS COMMISSION	837	183	0	1,020	17.2	789	133	0	922	16.7	98	0.5
012 SECURITY COMMISSION	96	41	0	137	1.7	106	24	0	130	1.8	7	(0.1)
013 SURFACE RIGHTS ARBITRATION BRD	624	547	0	1,171	14.6	551	65	0	616	12.9	555	1.7
014 RENTAL/PROVINCIAL MEDIATION BOARD	242	338	1	581	4.8	251	347	0	598	4.9	(117)	(0.1)
015 SASKATCHEWAN POLICE COMMISSION	119	23	0	141	2.1	120	31	0	152	2.3	(11)	(0.2)
016 COMPLAINTS INVESTIGATOR	26	11	0	37	0.0	28	12	0	40	0.0	(13)	(0.0)
017 INQUIRIES	1,438	1,768	9,433	14,639	71.8	1,420	1,190	9,432	14,042	72.5	597	(0.7)
TOTAL												
009 COMPENSATION AND EXPENSES	0	24	350	374	0.0	0	0	0	0	0.0	374	0.0
010 COMPENSATION AND EXPENSES												
TOTALS	\$79,236	\$105,626	\$13,216	\$197,078	1831.8	\$75,106	\$103,392	\$11,532	\$190,030	1791.0	\$7,048	40.8

\* DOES NOT REFLECT SPECIAL WARRANT FUNDING OF \$7,400,000

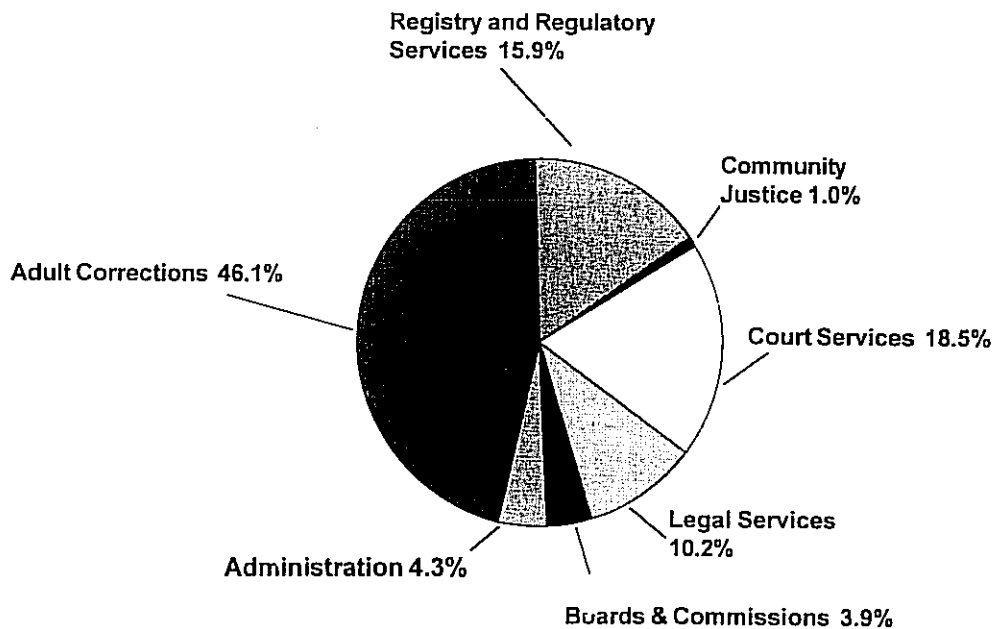
# Budget/Human Resource Allocations 1997-1998

---

Saskatchewan Justice Actual Expenses by Subvote for 1997-1998: \$197,078,000



Saskatchewan Justice FTE Utilization by Subvote for 1997-1998: 1,831.8 FTEs

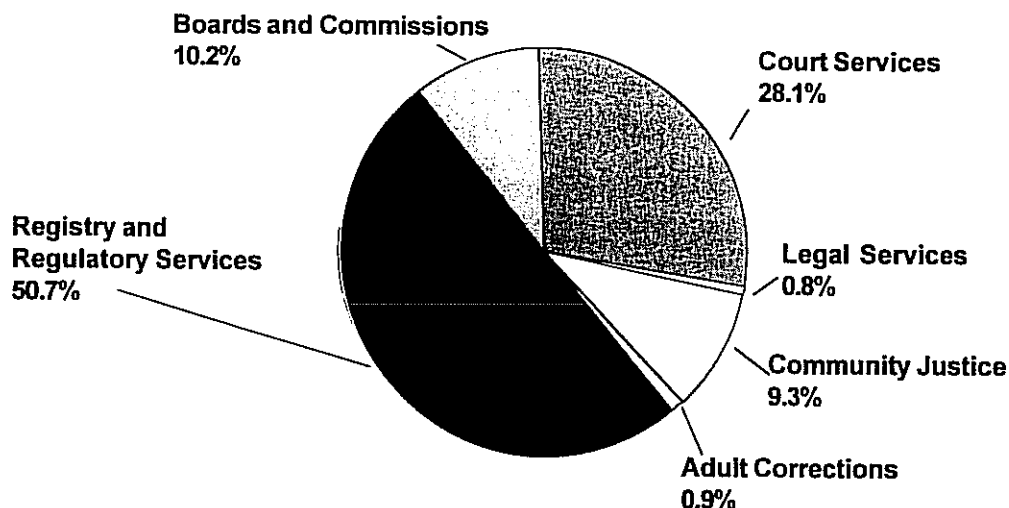


# Revenues

## Overview of Revenues for Saskatchewan Justice (\$,000s)

SUBVOTE	1997/98			1996/97
	ACTUAL	ESTIMATE	VARIANCE	ACTUAL
<b>ADMINISTRATION</b>				
Other Revenues	13	270	(257)	25
<b>SUB TOTAL</b>	<u>13</u>	<u>270</u>	<u>(257)</u>	<u>25</u>
<b>VARIANCE EXPLANATION</b>	Casual revenue/refunds reflected in respective subvotes			
<b>COURT SERVICES</b>				
Fines	12,613	10,584	2,029	11,068
Court fees and licences	6,140	5,556	584	6,311
Maintenance Enforcement	101	92	9	97
Mediation	315	452	(137)	258
<b>SUB TOTAL</b>	<u>19,169</u>	<u>16,684</u>	<u>2,485</u>	<u>17,734</u>
<b>VARIANCE EXPLANATION</b>	Reduced demand for fee-for-service mediation Increase in fines and court activity			
<b>LEGAL SERVICES</b>				
Civil Law	6	0	6	8
Public Law	565	590	(25)	145
<b>SUB TOTAL</b>	<u>571</u>	<u>590</u>	<u>(19)</u>	<u>153</u>
<b>VARIANCE EXPLANATION</b>	Reduced federal cost-sharing			
<b>COMMUNITY JUSTICE</b>				
Municipal Recoveries	4,990	5,166	(176)	5,202
Community Services	504	500	4	0
Policing Services	831	579	252	547
<b>SUB TOTAL</b>	<u>6,325</u>	<u>6,245</u>	<u>80</u>	<u>5,749</u>
<b>VARIANCE EXPLANATION</b>	Reduced number of RCMP Municipal Contracts Increased Firearms Acquisition Certificate activity			
<b>ADULT CORRECTIONS</b>				
Federal/Provincial Correction Agreement	439	750	(311)	813
Other Revenues	188	8	180	410
<b>SUB TOTAL</b>	<u>627</u>	<u>758</u>	<u>(131)</u>	<u>1,223</u>
<b>VARIANCE EXPLANATION</b>	Number of federal inmates reduced			
<b>REGISTRY AND REGULATORY SERVICES</b>				
Land Titles and				
Chief Surveyor's Office	20,170	18,000	2,170	18,587
Personal Property Registry	5,186	4,800	386	4,919
Public Trustee Fees	2,104	2,080	24	2,089
Corporation Licences	5,252	4,312	940	4,870
Consumer Protection Licences	1,727	1,503	224	1,591
Pension Benefits	223	198	25	216
<b>SUB TOTAL</b>	<u>34,662</u>	<u>30,893</u>	<u>3,769</u>	<u>32,272</u>
<b>VARIANCE EXPLANATION</b>	Increased activity in Land Titles/PPR Increased Corporate registrations Increased Consumer Protection licenses			
<b>BOARDS AND COMMISSIONS</b>				
Securities Commission	4,151	2,948	1,203	3,444
Legal Aid Commission	2,520	2,500	20	2,503
Others	278	227	51	244
<b>SUB TOTAL</b>	<u>6,949</u>	<u>5,675</u>	<u>1,274</u>	<u>6,191</u>
<b>VARIANCE EXPLANATION</b>	Increased activity in Securities Commission			
<b>TOTAL</b>	<u>68,316</u>	<u>61,115</u>	<u>7,201</u>	<u>63,347</u>

# 1997/98 Revenues by Subvote - \$68.316 million



## Capital Assets

In accordance with generally accepted accounting policies for governments, physical assets purchased by Saskatchewan Justice are expensed in the year acquired.

However, information on capital assets is useful because these assets are a key component in the delivery of government programs and provide on-going value to the public.

The net book value of physical assets currently held by Saskatchewan Justice is 2.653 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.

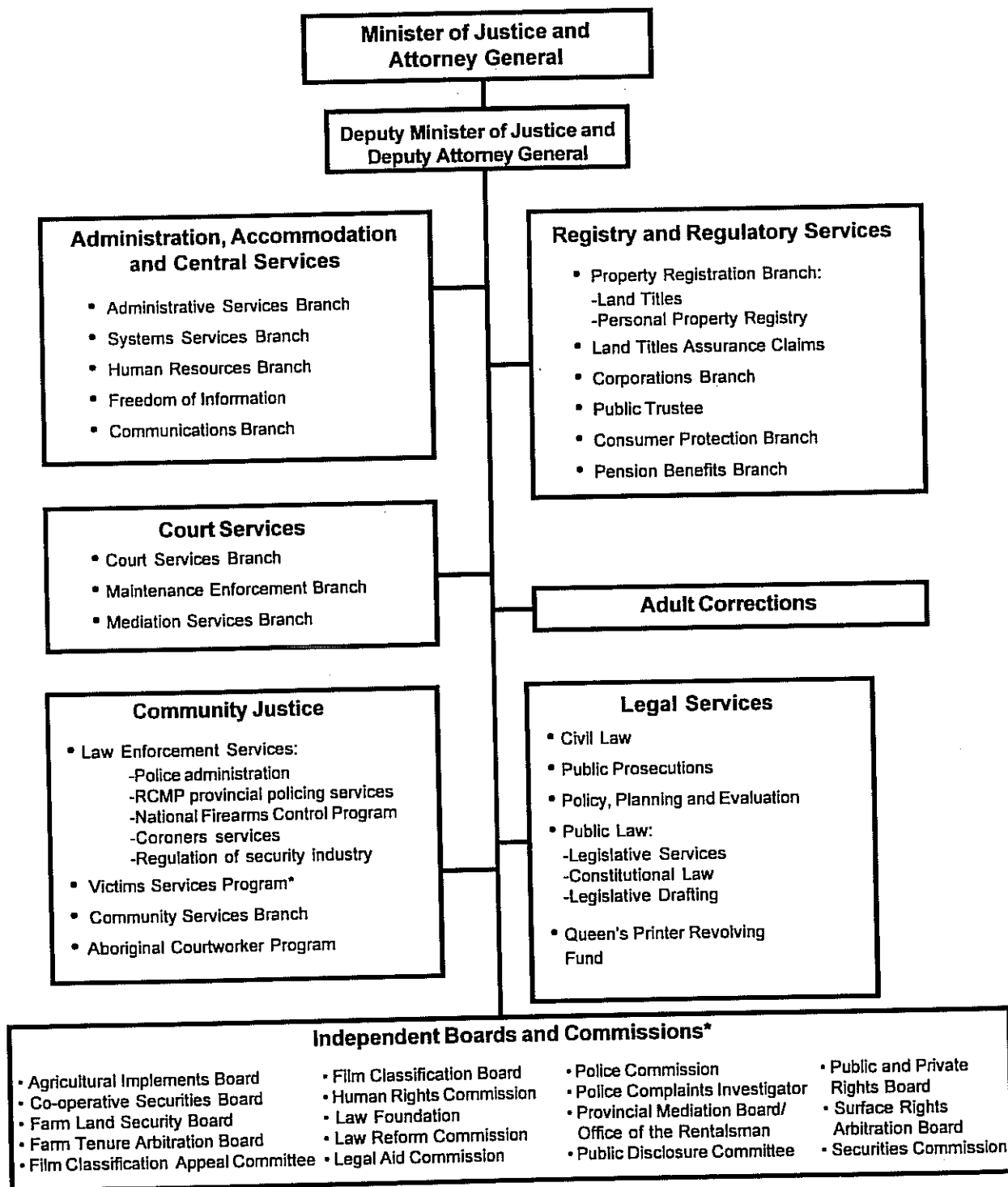
(Thousands of dollars)	1998			1997
Capital Asset Categories	Cost (See note)	Accumulated Amortization	Net Book Value March 31, 1998	Net Book Value March 31, 1997
Machinery and Equipment	547	287	260	307
Computer Hardware	2,919	1,232	1,687	799
Computer Software	223	117	106	119
Office Equipment	385	215	170	204
Office Furniture	505	110	395	124
Other	43	8	35	25
<b>Total Capital Assets</b>	<b>\$4,622</b>	<b>\$1,969</b>	<b>\$2,653</b>	<b>\$1,578</b>

Note: During the 1997/98 fiscal year, Saskatchewan Justice acquired physical assets of \$2.655 million.

# Strategic Functions

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;
- Adult Corrections;
- Court Services;
- Community Justice;
- Registry and Regulatory Services; and
- Legal Services.



\*The Victims Services Program and many of the boards and commissions submit a separate annual report.

# 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.

## Core Strategies

The Strategic Plan has become a guide for creating positive change within Saskatchewan Justice and within the justice system as a whole. Core Strategy Teams and staff in all divisions have contributed towards the successful implementation of many of the strategic action items identified in the Plan.

The following are the six **Core Strategies** and some of the activity that has occurred in each area:

- **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.**

- Program Accountability Guidelines were developed to assist branches in applying the guidelines to program areas.

- **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.**

- Mediation options and standards to regulate dispute resolution providers were developed.
  - The use of collaborative problem-solving and interest-based approaches were promoted in the Department's work.

- The Core Strategy Team supported the establishment of the Ministerial Advisory Committee on Dispute Resolution and co-ordinated the training of more than half of the Department staff in collaborative problem-solving, interest-based negotiation and mediation.

- **To enhance and maintain the quality of work life for all employees.**

- A departmental Union/Management and an Occupational Health and Safety Committee were established.

- There were improvements in implementing ergonomic standards and individual training and career planning for staff.

- An Employee Recognition program was implemented.

- Employee Wellness and Fitness initiatives were undertaken in some branches to assist staff in balancing the demands of work and family.

- **To define the Department's role in social justice and implement specific actions consistent with that role.**

- The Social Justice Core Strategy Team developed principles that recognize a special responsibility to vulnerable people.

- The Department worked to ensure the implementation of the federal Child Support Guidelines, the development of a comprehensive crime prevention strategy and to link Victim Services to the budget process to enhance our philosophy of justice.

- **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.**

- A review of First Nations policing agreements and community justice initiatives was initiated and the Aboriginal Courtworker Program was reinstated.

- The Core Strategy Team monitored various roles for the Department in Aboriginal self-determination and self-government initiatives.

- **To develop and implement a communications plan that fosters respect, understanding and trust in the justice system.**

- A newsletter about Strategic Planning (SPROUT) was developed and distributed to employees.

- Initiatives were also identified to support an enhancement of resources to improve the Department's ability to inform the public about justice issues in an effective and timely manner.

The Strategic Plan must be a flexible guide, capable of evolving to meet the changing needs of the people of Saskatchewan. For this reason, the Strategic Planning Team initiated a review of the Plan in 1998 to ensure that it continues to be relevant to our changing challenges.

# Community Justice

---

On April 1, 1997 a re-organization of Saskatchewan Justice created a new Community Justice Division. The Public Law and Policy Division was split into the Public Law Division and the Community Justice Division. This change better reflects the Department's focus on restorative and Aboriginal justice and the Department's commitment to safe communities by involving the community in the justice system.

The new Division has two Branches:

- Law Enforcement Services; and
- Community Services.

It also has two programs:

- The Aboriginal Courtworker Program; and
- Victims Services Program (prepares a separate annual report).

The Community Justice Division develops policies and programs for delivering and supervising community justice programs.

The Division also provides programs and services for victims of crime through government, law enforcement and community organizations. It represents the Department in self-government negotiations with First Nations and Metis communities.

**Budget:** \$66.773 million

**FTEs:** 20.7

## ■ 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.

The principal assets of policing services are Department staff, police and coroners who provide the services. In addition to Department staff, services are provided by 2,025 RCMP and municipal police officers, their support staff and 165 coroners across the province.

The RCMP has detachments, staff housing and vehicles in 132 locations and three aircraft in Regina and Prince Albert.

Law Enforcement Services Branch administrates:

- policing in Saskatchewan;
- the RCMP Provincial Policing Services;
- the National Firearms Control Program; and,
- Coroners Services.

It also regulates the Private Security Industry.

## Administration of Policing

### 1997-1998 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 a province-wide 911 emergency telephone number.

---

## 1997-1998 Activities and Results

- Administered *The Police Act, 1990*, which is the legal framework for policing in Saskatchewan, including communicating with and co-ordinating the efforts of police services throughout the province. This included administration of the provincial contract to provide RCMP services to urban municipalities with under 500 population, First Nations' communities not covered by specific community tripartite agreements and the Northern Saskatchewan Administration District. It also included "municipal" and "extended" policing contracts to provide RCMP services to 108 urban municipalities with over 500 population.
- Administered a First Nations Framework Agreement, 23 community tripartite agreements and negotiated a new community tripartite agreement to police the Cote, Keesechoose and Key First Nations. Thirty-eight of the 72 First Nations in Saskatchewan or over 70 per cent of the on-reserve population are now policed under these community tripartite agreements.
- Completed a review of *The Police Act, 1990*. Although sufficient consensus to proceed with changes to the Act could not be obtained, several changes were made to the Regulations.
- In June 1997, the government approved the RCMP "Models of Policing" and implementation began. The project will be phased-in over a three year period in order to reduce staff relocation costs.
- In the 1997 spring sitting, the Legislative Assembly passed *The Police Amendment Act, 1997* which provides a framework for implementing the recommendations of the *Task Force on Policing and the Administration of Justice* for Redistribution of RCMP Municipal Policing Costs. In the 1998 spring sitting, the government approved funding for the proposal to begin on January 1, 1999, and work began on implementing the framework.
- Justice, Municipal Government and SaskTel participated with a number of municipal and health organizations to develop a province-wide 911 program and government approved the plan.

## 1998-1999 Objectives

- Continue to administer *The Police Act, 1990* and the RCMP provincial, municipal and extended policing contracts.
- Continue to administer and to negotiate new Tripartite RCMP First Nations' contracts for policing on reserves.
- Continue a joint review of *The Police Act, 1990* with local police boards, police chiefs and the federation of police officers.
- Continue implementation of the RCMP Models of Policing.
- Implement the Redistribution of RCMP Municipal Policing Costs project.
- Work with Municipal Government and SaskTel to implement a province-wide 911 emergency number.
- Implement the new Serious Crime projects in Regina and Saskatoon.
- Implement the new Serious and Habitual Youth Offender Comprehensive Action Program (SHOCAP) in Regina, Saskatoon and Prince Albert.

## ■ RCMP Provincial Policing Services

The RCMP provided policing services to approximately 55 per cent of Saskatchewan's population through 116 detachments involving 669 provincial, 93 First Nations, 203 municipal and 106 federal regular member RCMP positions.

## 1997-1998 Objectives

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



### 1997-1998 Activities and Results

- All provincial policing programs were continued.
- One new First Nations' Tripartite Policing Agreement was signed, bringing the total to 24 and covering 38 First Nations' communities.
- The RCMP Cost Redistribution Proposal is scheduled for implementation on January 1, 1999.
- The Models of Policing Proposals for amalgamating detachments began in September 1997. The RCMP is moving from 114 stand-alone rural detachments to a combination of approximately 80 stand-alone or host detachments which are responsible for administering and supervising 42 smaller community detachments and 29 on-reserve First Nations Policing Units. Centering the administration in the larger units allows the RCMP members in the smaller units to dedicate more of their time to operational policing. The changes are being implemented over a 3-year period to minimize transfer costs. None of the smaller units are losing staff as a consequence of these changes.

### 1998-1999 Objectives

- Continue provincial policing programs.

- Continue implementation of new First Nations' Tripartite Policing Agreements, renegotiation of existing First Nations' Tripartite Policing Agreements and provide assistance to First Nations communities wanting to establish their own stand-alone policing units.

- Implement the RCMP Cost Redistribution Proposal.

- Continue implementation of the Models of Policing proposals. This includes continued full consultations with communities whose policing units should be closed or converted to community offices.

### ■ National Firearm Control Program

Through the office of the Chief Provincial Firearms Officer, the province administers the national gun control program established pursuant to Part III of the *Criminal Code*.

### 1997-1998 Objectives

- Continue to administer the firearms 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.

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

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

Criminal Code Offences	1993	1994	1995	1996	1997	5-Year Average
Persons	4,900	5,492	7,583	5,778	6,458	6,042
Property	14,994	15,374	15,171	14,929	16,132	15,320
Other	13,923	14,632	14,755	15,182	17,308	15,160
Total	33,817	35,498	37,509	35,889	39,898	36,522

- Ensure an even transition from provincial to federal administration of the gun control program.

#### 1997-1998 Activities and Results

- Administered the national gun control program provisions of the *Criminal Code* through the office of the Chief Provincial Firearms Officer.
- Began negotiations with the federal government for their takeover of the gun control program under Bill C-68. However, the transition did not take place in 1997/98 and objectives to ensure a problem-free transfer remain.

#### 1998-1999 Objectives

- Administer the firearm provisions of the *Criminal Code* until proclamation of the new provisions under Bill C-68.
- Complete negotiations on the terms of the federal takeover of the gun control program.
- Ensure an even 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.

#### 1997-1998 Objectives

- Continue to conduct investigations, hold inquests and provide information as necessary to meet the objectives of the Act.
- Continue to work with the Child Death Advisory Committee to assist in preventing child deaths.
- Continue to review and update *The Coroners Act*.
- Continue to report statistical and other information on preventable deaths in "Healthy Living" which is published by Saskatchewan Health.

#### 1997-1998 Activities and Results

- Continued to work with the Child Death Advisory Committee and with interested parties, acting in an advisory capacity to the Saskatchewan Children's Advocate and the Chief Coroner for Saskatchewan. Terms of reference, financial requirements and persons to be invited to be permanent members of the Committee remain under review.
- *The Coroners Act* continues to be reviewed.
- Established reporting systems have been developed with the Department of Social Services to report the deaths of all individuals under the age of 21 years; with the Department of Health for all suicides; with SGI for all motor vehicle accidents; with the Department of Labour for all farm-related fatalities; and with Royal Life Saving Society for all drownings.

### Firearm Control Program Statistics

Year	FACs	Business Permits	Minor Permits	Carrying Permits
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
1997	3,725	438	657	1,844
5-Year Average	3,856	527	1,185	2,825

These reviews of the circumstances of death may prevent similar tragedies in the future.

- The Branch conducted investigations for the calendar years as indicated in the table below.

#### 1998-1999 Objectives

- Continue 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 assist in the prevention of child deaths.
- Continue to review and update *The Coroners Act*
- Continue to report additional information on preventable deaths as published in "Healthy Living" by Saskatchewan Health.

#### 1997-1998 Activities and Results

- Administered *The Private Investigators and Security Guards Act*, licensing and regulating the private security industry in Saskatchewan.
- The Act was revised during the 1997 sitting of the Legislative Assembly and work began on new Regulations for implementation in 1998. The new Act introduces requirements for training and equipment, extends the licensing to include the Corps of Commissionaires and Armoured Vehicle Services and increases the Registrar's supervisory powers.

#### 1998/99 Objectives

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

### ■ Regulation of Private Security Industry

#### 1997-1998 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.

#### Coroners Caseload: 1993-1997

Year	Natural	Accident	Suicide	Homicide	Unknown	Total
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
1997	972	351	146	28	46*	1,543
5-Year Average	1,029	326	143	27	25	1,560

\* 37 of the 46 cases continue to be investigated. Results of these investigations will change the totals of the current categories for manner of death in 1997.

## *Private Investigators and Security Guards Act*

Year	Individuals Licensed			Business Licenses	
	New	Renewal	Replacement	New	Renewal
1993/94	525	429	31	8	53
1994/95	651	415	17	8	55
1995/96	684	472	21	9	53
1996/97	652	493	18	5	56
1997/98	719	470	10	13	51
Total	3,231	2,279	97	43	268
5-Year Average	646	456	19	9	54

### ■ Community Services Branch

The Community Services Branch was formed in April 1997 with responsibilities for improving the effectiveness of the criminal justice system for victims, communities and offenders by supporting community development and alternative approaches to justice. The Branch operates the Saskatchewan Aboriginal Courtworker Program and funds programs that meet the goals and objectives of the Restorative Justice and Aboriginal Justice Strategies.

The Branch funds programs in many of the First Nations, Tribal Councils, urban centres and rural communities throughout Saskatchewan. The Community Justice Management Committee includes representatives from Justice, Social Services and the RCMP who direct community justice programming and review budgets.

The **Restorative Justice** projects' main focus is to provide alternative measures for offenders who have been accused or convicted of an offence (such as victim-offender mediation, diversion and referrals to other programs, and conferences that involve victims, offenders and the community).

Restorative Projects	Aboriginal Projects
<ul style="list-style-type: none"> <li>• Battlefords</li> <li>• Fort Qu'Appelle</li> <li>• La Loche</li> <li>• La Ronge</li> <li>• Meadow Lake</li> <li>• Moose Jaw</li> <li>• Nipawin</li> <li>• Prince Albert</li> <li>• Regina</li> <li>• Saskatoon</li> <li>• Swift Current</li> <li>• Weyburn</li> <li>• Yorkton</li> </ul>	<ul style="list-style-type: none"> <li>• Agency Chiefs Tribal Council</li> <li>• Battlefords Tribal Council</li> <li>• Beardy's &amp; Okemasis First Nation</li> <li>• Meadow Lake Tribal Council</li> <li>• Mistawasis First Nation</li> <li>• One Arrow First Nation</li> <li>• Onion Lake First Nation</li> <li>• Prince Albert Grand Council</li> <li>• Saskatoon Tribal Council</li> <li>• South East Treaty Four Tribal Council</li> <li>• Touchwood File Hills Qu'Appelle Tribal Council</li> <li>• Yorkton Tribal Council</li> </ul>

The decision about which offenders are eligible for these programs is made by the Crown Prosecutor, although police, defence lawyers, the victim, the offender or other persons may request that the offender enter alternative measures.

---

Saskatchewan Justice has a Diversion Policy that states which offenders and types of offences can be considered for these alternative measures programs.

Restorative Justice's goals are to:

- enhance community safety and protection;
- reserve the formal justice system for the most serious matters and develop alternative measures for less serious crimes;
- strengthen communities through the involvement of victims, offenders, government and community in a balanced approach to criminal behaviour;
- reduce crime by increasing offender accountability to victims and communities; and
- increase trust and the perception of fairness in the criminal justice system.

Aboriginal justice programs are developed to meet the unique needs of First Nations communities and are based on Aboriginal cultural values and operated by Aboriginal staff. Programs often involve crime prevention, community development, cultural camps and victims services, as well as alternative measures.

**The Aboriginal Justice Strategy** was developed from the recommendations of the Provincial Aboriginal Policy Framework (1993) and the recommendations of the Saskatchewan Indian and Metis Justice Review Committees (1992). These recommendations have provided guidance with respect to the changes that are necessary to meet the needs of Aboriginal people for fair, equitable and accessible justice services.

The Aboriginal Justice Strategy supports changes within the criminal justice system that better serve the needs of Aboriginal peoples. It focuses on four main areas of activity: crime prevention and reduction; building bridges to Aboriginal communities through community-based justice development; employment equity and race relations; and self-determination and self-government support.

Programs within the Aboriginal Justice Strategy are grounded in Aboriginal culture and values, such as a holistic approach to resolving problems and an emphasis on healing rather than punishment.

### **1997-1998 Activities and Results**

- Developed a Community Services Branch by incorporating Aboriginal Justice Initiatives, the Aboriginal Courtworker Program and Restorative Justice strategies.
- Developed the staff components necessary to offer successful programs.
- Continued to support the development of adult diversion programs by expanding existing programs and by initiating new services in Yorkton, Prince Albert and Weyburn.
- Initiated development of a training plan to meet the needs of community and criminal justice personnel involved in community-based programs.
- Developed the Restorative Justice and Aboriginal Justice Evaluation Strategies by undertaking qualitative and quantitative information-gathering about objectives and program activities.
- Redesigned the contracts for use with Aboriginal Justice contributions, restorative justice programs, fee for service agencies and individuals.
- Offered workshops and training sessions for communities and criminal justice personnel to introduce the Community Justice programs.
- Continued to offer presentations to local, provincial and national groups about the Saskatchewan justice initiatives.
- Initiated an accountability framework for reporting and financial controls.

### **1998-1999 Objectives**

- Continue to support the development of adult diversion programs by expanding existing programs and by initiating new services in La Ronge, Meadow Lake and district, Swift Current, Nipawin and Tisdale.

- 
- Continue to support existing Aboriginal community-based justice programs and expand programs to Agency Chiefs Tribal Council, Beardy's Okemasis and South East Tribal Council.
  - Complete the strategic planning work within the Branch to affirm the direction and activities.
  - Design an ongoing consultation plan for the Branch and the community to engage in strategic and informational exchanges.
  - Finalize the training plan and deliver training to meet the needs of community and criminal justice personnel involved in community-based programs.
  - Continue the ongoing Restorative Justice and Aboriginal Justice Evaluation Strategies by undertaking qualitative and quantitative information-gathering about objectives and program activities.
  - Continue to offer presentations to local, provincial and national groups about the Saskatchewan justice initiatives.
  - Develop a Northern Strategy for the Department of Justice to better meet the needs of northern communities, and continue to co-ordinate the initiative with Social Services and other government departments.
  - Participate in the design and organization of the first federal/provincial/ territorial workshop on community-based restorative programs to be held in Ottawa in September 1998.

# Adult Corrections

The Mission of the Adult Corrections Division is to promote safe communities by providing a range of controls and re-integration 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 Occupational Health and Safety Act;*
- *The Freedom of Information and Protection of Privacy Act;*
- *Corrections and Conditional Release Act;*
- *Criminal Code; and*
- *Prisons and Reformatories Act.*

(The latter three statutes are federal enactments.)

Corrections Division achieves its mission by offering a wide range of programs providing varying levels of offender care, control and supervision.

These programs are delivered through two operational systems:

- Community Operations Branch; and
- Institutional Operations Branch.

Services, both Community and Institutional, for Northern Saskatchewan offenders are administered through the North West Community Operations office in North Battleford and the North East Community Operations Office located in Prince Albert.

The **Community Operations Branch** assists the court by providing essential information for interim release or for 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;
- conditional sentence supervision;
- fine option;
- probation;
- restitution;
- community service work;
- intensive probation supervision/electronic monitoring; and,
- impaired driving treatment.

The programs are administered through six regional offices and nine 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 14 correctional facilities being administered by the Branch:

- four provincial correctional centres;
- two community correctional centres;
- five community-training residences; and
- two correctional camps as well as a camp that acts as a satellite to a correctional facility - the Saskatoon Urban Camp.

Four additional facilities are privately operated:

- the St. Louis Impaired Driver Treatment Program,
- a female community-training residence in Saskatoon,
- 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; and,
- a Spiritual Healing Lodge that houses up to 25 provincial offenders operated by the Prince Albert Grand Council.

**Budget:           \$43.749 million**  
**FTEs:             846.5**

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 under the terms of an Exchange of Services Agreement with the federal government.

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

---

## 1997-98 Objectives, Activities and Results

- Continue to 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 program.
  - Implemented risk/needs assessment instruments for use by staff in the correctional centres and the community operations offices.
  - A strategy for integrating high need offenders into the community-training residences was developed and implemented.
  - A moderate intensity substance abuse program was implemented in several correctional centres and community facilities.
- Encourage and facilitate community involvement in development and implementation of correctional programs through the use of a community development/restorative justice approach.
  - Successfully renewed the partnership with the Al Ritchie Community Association and the Regina City Police for a neighbourhood probation officer.
  - The contract which allows the Prince Albert City Police to hold offenders on weekends continues.
- Facilitate Aboriginal initiatives in the provision of a variety of correctional services.
  - Finalized and implemented the contract with the Prince Albert Grand Council for the operation of a Spiritual Healing Lodge in Prince Albert.
  - Provided leadership in the renewal of the Meyoyawin Circle Children's Visiting Program at the Prince Albert Correctional Centre.
  - Continued participation in the Corrections Portfolio Project with the Federation of Saskatchewan Indian Nations to develop a strategic plan for First Nations Corrections.
  - Continued with the development of partnerships with Aboriginal communities in the provision of services to offenders under community supervision or during periods of temporary absences.
- Participate actively with criminal justice colleagues in restructuring the criminal justice system in Saskatchewan, including better rationalization of federal and provincial correctional services.
  - Discussions continued with the Correctional Service of Canada to explore joint initiatives to improve offender services in both jurisdictions.
  - Defined and clarified a strategy to handle conditional sentences with the focus on the differences between conditional sentences and probation orders to ensure proper supervision was applied.
- Continued the review and adjustment of the Corrections Division organization to better support program delivery activities.
  - Realignment within the Community Operations Branch to better serve the northern part of Corrections.
  - The establishment of a Manager of Offender Programs position in central office to co-ordinate the development, implementation and evaluation of the Division's programming strategy.
- Continue consultation and partnership with the Saskatchewan Government Employees' Union, Provincial Institutional Operations Committee and the local industrial relations committees.
  - The development and implementation of a union/management committee in the Community Operations Branch.
  - Continued participation by staff to implement the smoking policy in the correctional centres.
- 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.
  - Completed the initial data collection for the evaluation, which is being led by the Minister of the Solicitor General Canada.
- Participate in the departmental evaluation of the impacts of the sentencing reform bill.
  - Participated with the Federal Department of Justice to gather data related to new conditional sentence of imprisonment.

## 1998-1999 Objectives

- Create an environment supportive of the Corrections Division's mission, values and principles.
- Define the specific roles and contributions of the correctional centres, community-training residences and community operations in assisting to fulfill the government's safe communities initiative.



---

- Incorporate our mission, values and principles in our day-to-day decision-making processes when interacting with staff, offenders and the public.

- Develop an effective accountability framework by:

- establishing key performance indicators to measure the most effective results of the Division;
  - conducting management and operational reviews of the work units to identify the best practices and lessons learned from issues and/or incidents that occur in the correctional centres of the community; and
  - ensuring that the Corrections Division business lines are conducive to and facilitate the priorities of the government.

- Develop an integrated case management process:

- conduct a review of the current case management services in the correctional facilities and community operations;
  - develop a standard protocol for case management within the Corrections Division. This will include the identification of linkages to other government and non-government organizations for the purpose of sharing information;
  - refine the risk assessment process to ensure effective decision-making occurs in all aspects of an offender's case; and
  - ensure the consistent application of case planning for offenders.

- Implement effective correctional programs by:

- delivering appropriate programs to high risk and high need offenders before they are considered for release into the community;
  - ensuring the efficient use of resources so that there are shorter waiting periods for those offenders who require particular core programs;
  - establishing core programs for women offenders in conjunction with the federal correctional system in order to maximize resources; and
  - implementing improvements to Prism Industries business practices.

- Find alternative ways of delivering correctional services by:

- participating in discussions with federal Corrections officials regarding administrative unification of correctional services for women offenders in Saskatchewan;

- working with the federal Corrections officials in moving towards an integrated approach to service delivery and an integrated information sharing process; and,

- collaborating with Aboriginal organizations and establishing agreements that will enable Aboriginal communities to assume responsibility for the provision of community services to their members.

# Court Services

Saskatchewan Justice provides court services through three branches:

- Court Services Branch;
- Mediation Services Branch; and
- Maintenance Enforcement Branch.

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 Branch and Mediation Services are the 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.

**Budget:** \$21.911 million  
**FTEs:** 334.8

## Court Services Branch

Court Services Branch is primarily responsible for providing court services, including reporting/record- ing 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 1997/98, the Provincial Court sat in 14 locations with resident judiciary and permanent facilities, and visited 79 other locations on circuit.

The primary resources of the Branch are its staff resources.

## 1997-1998 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.
- 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.

- Saskatchewan 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 1997-1998 and 1998-1999.
- 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.

#### **1997-1998 Activities and Results**

- The Family Law Division parent education program was offered in four major centres in the province. A partnership was developed with the Prince Albert community for the delivery of the parent education program. A curriculum was developed for an education program for the children of parents going through separation and divorce, and some work was completed on a video to go along with the children's education program.
- A series of public information packages for the use of parties involved in Small Claims proceedings was prepared.
- A Small Claims Policy/Procedure Manual was prepared for use by court staff and distributed to all Provincial Court offices.
- Amendments to *The Small Claims Act* were proclaimed in force effective February 15, 1998. The amendments to the Act 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 \$5,000 limit remains the same.
- Effective November 1, 1997, all parties engaged in civil actions commenced in the judicial centre of Saskatoon were required to attend a mediation session at the close of pleadings.
- An amendment to the Rules of the Court of Queen's Bench came into effect on January 1, 1998, pursuant to which civil matters involving \$50,000 or less are subject to simplified rules and an expedited trial process.

---

- Policy/procedures were developed in most court offices to address the changes to the Occupational Health and Safety Regulations for dealing with violence in the workplace.

- New programs were designed for three court systems applications that are not year 2000 compliant, and an implementation plan was developed for 1998/99.

- Improved automation, including e-mail capability, was provided to all court offices. Computers were purchased for all judges in Saskatchewan, including the Court of Appeal, Court of Queen's Bench, and Provincial Court. Judicial officers who travel on circuit with Provincial Court judges were also provided with computers.

- Conflict resolution training was provided to sheriff/local registrar staff. This training has assisted the staff with dealing more effectively with clients and other workplace conflicts.

- The Child Support Guidelines were successfully implemented in Court of Queen's Bench and Provincial Court offices on May 1, 1997. Training sessions were set up in a number of locations of the Province for staff and the public.

- Court managers and staff were encouraged to assume more responsibility for budget preparation and forecasting. Also, additional human resources functions were assigned to both management and clerical staff in the Branch.

- A multi-year plan for ergonomic furniture for judges and staff was developed. The staff received training about ergonomic standards and some of their ergonomic furniture needs were met.

- A greater effort was made for staff to receive timely and accurate information about Department programs and activities, as well as Court related information from other jurisdictions in Canada. This was done through circulation of the *Justice Profile* and *The Canadian Court Forum* newsletters, managers' meetings, court conference, weekly mailouts, e-mail and fax.

- The credit/debit card pilot project which was implemented in Regina Provincial Court and the Provincial Court Payment and Information Centre was evaluated. The evaluation took into consideration the success of this new payment option and a recommendation was made that the

use of credit/debit cards be expanded to other large provincial court offices.

- The effectiveness of the Fine Collection program, specifically the use of collection agencies, was also evaluated. A decision was made to extend the contracts of the two agencies currently handling outstanding fine collection for Court Services.

#### **1998-1999 Objectives**

- The civil mediation program, now operating in Saskatoon, Regina and Swift Current Courts, will be expanded to Prince Albert Judicial Centre in March 1999.

- The Family Law Support Services parent education program will be offered in a number of centres throughout the province, including some northern locations. A video will be completed, to go along with the curriculum which has been developed for the delivery of child education programs for children of families going through separation and divorce. The curriculum and video will be tested by some family services agencies in the province.

- The use of video-conferencing will be explored for use in remote northern locations. It is anticipated that considerable efficiencies can be gained by the use of video-conferencing in the North.

- A protocol will be developed for the establishment of Court on Reserve.

- Court Services, in conjunction with Saskatchewan Property Management Corporation, will develop a Court Facilities Design document which will become the "standard" for all new Court facilities in Saskatchewan.

- A self-help variation kit will be completed for the Provincial Court.

- Consultations about the construction of a new Provincial Court in Prince Albert will take place and the design of the facility will be completed.

- The services of Family Law Support Services will be assessed, including custody and access reports, supervised access and exchange and parent education programs to determine what efficiencies and improvements can be made to these programs.

---

- The Library Resources committee, established by Court Services, will continue to explore the use of technology and efficiencies that may be achieved through the co-operative effort of all library managers working together.

- A Systems support and training plan will be developed for the Saskatchewan judiciary.

- The credit/debit card payment program will be expanded to Saskatoon and Prince Albert Provincial Courts.

- The Marriage, Commissioner for Oaths and Notary Public, and Surrogate Court re-engineered year 2000 compliant systems will be implemented, and a plan will be developed to address other court systems as it relates to the Year 2000.

- Consideration will be given to the establishment of an interpretation program for the North. At the same time, options will be considered for the recruitment of additional Aboriginal justices of the peace in the North.

## ■ Mediation Services Branch

Mediation Services is a branch of Saskatchewan Justice that provides policy, advisory, training services and specific mediation and facilitation services to enhance the understanding and accessibility of collaborative problem-solving and decision-making.

The Branch provides:

- legislated mediation services in farmer-lender disputes;
- a non-family civil mediation program in the Judicial centres of Regina, Saskatoon and Swift Current under *The Queen's Bench Act*;
- policy, advisory and training services to individuals, organizations, First Nation Tribal Councils, government departments and agencies in relation to consensus building, organizational disputes and collective bargaining, as well as criminal, civil and family disputes;
- mediation and facilitation services on a fee-for-services basis or where legislated to parties at no cost.

Mediation Services has two strategic objectives that form the basis for the staffs' everyday work:

- 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 the approach from the traditional court-based, rights-based and adversarial system); and,
- To change the way government does business, focusing on changing the way decisions are made and disputes resolved.

## 1997-1998 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;
  - partnering with Mediation Saskatchewan Association to deliver regional conferences;
  - continue 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.

#### **1997-1998 Activities and Results**

- Many training events were provided to First Nations community justice programs across the province. These training events were conducted in conjunction with five First Nations Tribal Councils, training over 135 people on collaborative problem solving and reaching over half of the community justice programs operating within the province. The Branch provided technical support to these programs assisting with program design, administrative set-up and mediation skill development. Numerous victim-offender mediations were conducted in locations where community-based programs are not yet established.
- The Branch developed a working relationship with many urban and rural schools and their communities, most notably in Regina where plans were developed to design and implement several school/community mediation programs. A number of police, social workers and community association members received training in preparation for program implementation.
- The Branch recruited 12 volunteers and provided them with an orientation so they could conduct small claims mediations. In January 1998, in conjunction with Regina Small Claims Court, a case management model was introduced which saw cases divided into simple and complex streams. This allowed for a greater focus to be placed on the more complex time consuming cases. Twenty-six mediations occurred in the first three months of this process.

Fifty per cent of the cases settled during the session or immediately following the mediation. As a result of these mediations, it is estimated that six days of court time were saved.

- In addition to the volunteers who gained practical mediation experience by working on the small claims project, two University students, one from the Saskatchewan Federated Indian College School of Social Work and one from the University of Regina School of Human Justice, completed their practicum placements with the Branch. Arrangements were also made for two individuals working with organizations involved in community-based dispute resolution to complete a mentorship program.
- The Branch 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 Regina. The Branch made presentations at the Law Society of Saskatchewan Bar Admission course and at an alternate dispute resolution class at the College. The Branch also assisted the Saskatchewan Institute of Applied Science and Technology Dispute Resolution Certificate program by developing and delivering a mediation course.
- The sliding fee scale was amended to enhance access to mediation for low-income families. Approximately 700 individuals requested information or participated in a mediation intake process with 30 per cent of these families participating in mediation provided by the Branch. Four cases requesting a custody and evaluation report participated in mediations and the Branch assisted Family Law Support Services in conducting 23 parent education sessions in a variety of locations throughout the province.
- The civil non-family mediation program operating in the Judicial centres of Regina and Swift Current was expanded to Saskatoon Judicial Centre in the fall of 1997. Approximately 375 cases participate in mediation assisting over 900 individuals and organizations resolve their disputes.

- In an effort to promote the use of collaborative problem-solving and decision-making, both internal and external to government the Branch:
  - provided training or facilitated dispute resolution processes for a large number of individuals and organizations. This includes a broad range of training events, the facilitation of expropriation disputes, Human Rights complaints, collective bargaining negotiations, and farmer/lender, victim/offender and family mediations;
  - provided advice to government (and other government related agencies such as school boards), on the development and implementation of collaborative problem-solving and decision-making processes; and
  - provided fee-for-service mediation to approximately 300 members of the public in a wide range of disputes.

#### **1998-1999 Objectives**

- Continue to 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.
- Provide increased opportunities for education and practical experience in the field of dispute resolution by:
  - providing mentorship and practicum opportunities;
  - 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:
  - assisting Family Law Division Support Services to deliver parent education sessions throughout the Province; and
  - in conjunction with Family Law Division Support Services, providing mediation to parties requesting custody and access evaluations, where appropriate.
- 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 Prince Albert 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.

### **■ 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 court orders or agreements for support were in default. The program now collects payments in over 75 per cent of cases.

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

#### **1997-1998 Objectives**

- 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 Rebates).
- Finalize amendments to the Regulations necessary to collapse Deferred Pension Plans.

---

- Conduct information sessions around the province whereby Maintenance Enforcement clients will have an opportunity to meet with staff and discuss their files.

- Enhance the Maintenance Enforcement computer system to collect data on the new Child Support Guideline initiative.

- Explore the possibility of reporting non-payers to credit bureaus.

- 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.

#### **1997-1998 Activities and Results**

- The Maintenance Enforcement Office began submitting garnishment and tracing applications electronically on December 1, 1997. Further upgrades are expected to take place once the Government of Canada is ready to accept information using FTP (File Transfer Protocol).

- Amendments to enable the attachment of pension funds to which the respondent is no longer making contributions, and is not yet eligible to draw benefits, were proclaimed on August 1, 1997. This enforcement remedy is proving very successful, with over \$100,000 collected from the first three pension funds which were "collapsed."

- The Maintenance Enforcement Office conducted public information sessions in eight centres across the province. The topics included federal child support reforms and changes to *The Divorce Act*, provincial legislative changes and enhancements to support collection options.

- A number of system enhancements were made to collect information concerning support orders and agreements made pursuant to the child support guidelines, implemented on May 1, 1997.

- A legislative amendment, to enable the reporting of defaulting support payers to the credit bureau, was proclaimed on August 1, 1997.

- Some preliminary assessment of the feasibility and cost of implementing direct deposit and preauthorized debit services was conducted.

#### **1998-1999 Objectives**

- Implement reporting of payors who have defaulted on their support payments to the Credit Bureau.

- Test and enhance the Maintenance Enforcement data base to ensure that it is Year 2000 compliant.

- Conduct a project to provide centralized administrative support to Officers using the withholding of drivers' licences, passports and federal transport licences as enforcement remedies.

- Automate a package of standard case transmission documents to facilitate the handling of cases where one party resides in Saskatchewan and the other resides in a jurisdiction with which Saskatchewan has a reciprocal agreement to enforce support obligations.

- Participate in a REMO (Reciprocal Enforcement of Maintenance Orders) Sub-Committee to improve the functioning of the reciprocal process within Canada.



# Registry and Regulatory Services

Saskatchewan Justice provides registry and regulatory services through five branches:

- Property Registration Branch;
- Corporations Branch;
- Public Trustee;
- Consumer Protection Branch; and
- Pension Benefits Branch.

The principal asset of the Registry and Regulatory Services Division 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 and customers of financial institutions;
- industry associations, such as insurance, motor dealers, direct sellers, real estate and 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.

**Budget: \$12.444 million**

**FTEs: 254.7**

## ■ Property Registration Branch

The mandate of the Property Registration Branch is to administer the registries for identifying ownership of real property, and interests in both real and personal property. These facilitate transactions associated with such property and provide a means of determining priority between competing 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 10 land registration districts with offices in Regina, Moose Jaw, Swift Current, Yorkton, Prince Albert, Saskatoon, Battleford, Humboldt and the Chief Surveyor's 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.

## Saskatchewan's Land Titles System

Saskatchewan Land Titles, 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.

In general:

- the certificate of title is conclusive evidence of ownership of and interests in land;
- the public can rely on the certificate of title and need not "look behind" the title to make further inquiries to identify other interests which may affect the state of the title;
- once a certificate of title has been granted, no ownership or interest in land is effective against a third party unless registered.

Where errors do exist, a legitimate registered owner is assured of not losing title. A party deprived of title due to the legislated requirements or internal operation of the system, may make a claim and be financially compensated through a payment from the General Revenue Fund.

---

### **1997-1998 Objectives**

- Continue to provide accurate, reliable, complete and available information. Results are determined by 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.
- 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.
- During the year, resources were introduced to the system in response to the increases in workloads. Memory typewriters were replaced with personal computers.
- Efforts to monitor consistency of practice in local offices continued with discrepancies identified and uniform approaches developed.
- Specific transaction processing issues were addressed using approaches focussed on maintaining the system's responsibility to protect the public interest while responding to the needs of its customers. This often required an assessment, involving staff and customers, taking into account the historic and current philosophy and purposes of the system.
- All assurance claims were resolved following an interest based approach thereby avoiding a litigation process that would be costly and time consuming to both parties.
- The Conceptual Design for the LAND Project was completed in October 1997 followed by the preparation of the Request for Proposal which was released to the vendor community in April 1998.
- Consultations with the legal community, staff, provincial, federal and municipal governments and a wide range of other interested parties such as realtors and the mining industry continued.

### **1997-1998 Activities and Results**

- Five assurance claims were processed in 1997/98, for a total of \$12,530. Although claims processed in 1997/98 were the result of transactions processed in previous years, in 1997/98 242,416 transactions were processed.
- On average for all offices, transactions were processed in five days or less 31 per cent of the time. Transactions were processed in seven days or less 50 per cent of the time. Currency varied considerably by office. Overall, workloads increased in 1997/98 by five per cent over and above the overall increase in 1996/97 of 11.5 per cent, contributing to a four-year combined increase of 19 per cent. The combined increase in Regina and Saskatoon were 21 per cent and 31 per cent respectively. These pressures lead to backlogs and delays in turnaround.

- The Organizational Planning Committee was established with representatives from land titles staff, the Saskatchewan Government Employees Union, the Public Service Commission, the department's Human Resources Branch and branch and project management. The mandate of the Committee is to ensure that the needs, concerns, interests and preferences of the employees are taken into consideration in planning for the implementation of the new system and achieving a modified organizational structure.

### **1998-1999 Objectives**

- 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 customer requirements and of the philosophical purposes of the system in preparation for the future implementation of a new system while maintaining the current operation of the system in an effective, efficient manner.
- Continue to provide an accessible, fair and timely compensation mechanism.
- Release the Request for Proposals to the information technology supplier sector. Evaluate responses and negotiate a contract with the successful supplier to proceed with development of the LAND System.
- Continue with extensive consultations with the legal community in preparation for the introduction of a new land titles act; to refine legislative requirements and operation of the new system. Continue with frequent, open and thorough information sharing with users and staff.
- Complete the physical relocation of the Chief Surveyor's Office as the first step in the process of amalgamating the functions of the Legal Surveys Branch of SaskGeomatics Division and the Chief Surveyor's Office, and ultimately the development of an integrated plan processing system.
- Initiate the planning and delivery of initiatives to support staff of the current land titles system in preparing for their future both within and away from the new LAND System.

## **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 or business, intending to purchase personal property or to lend money on the security of personal property, can request a search of information registered against an individual, business, motor vehicle, mobile home, trailer, airplane or any other serialised personal property being 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-owner) interests 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.

### **1997-1998 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.

### **1997-1998 Activities and Results**

- In May 1997, Saskatchewan hosted the 1997 Canadian Conference on Personal Property Security Law.

- The Registry consistently provided 24 hour turnaround in 1997/98.
- On-line usage for registrations increased from 45 per cent in 1996/97 to 55 per cent in 1997/98, an increase of 10 per cent. On-line searches increased from 60 per cent to 70 per cent in 1997/98, an increase of 10 per cent.
- The system maintains a high level of accuracy and integrity as demonstrated by the absence of claims and system generated integrity errors.
- The Registry continued to achieve cost savings and staff reduction objectives.
- A Year 2000 Assessment was completed with respect to the Personal Property Registry on-line system.

#### **1998-1999 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.
- Complete development and implementation of major changes to the Client Account Management System (CAMS).
- Develop and begin implementation of a plan to address Year 2000 system requirements.
- Initiate changes to the Personal Property Registry System to establish interfaces with and reliance on the Common Services unit of the Division and begin the movement towards integrated service delivery in Registry Services Division.

## **■ Corporations Branch**

The mandate of the Corporations Branch is to co-ordinate, 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;
- provides information to the public; and,
- enforces registration and compliance requirements.

#### **1997-1998 Objectives**

- 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.
- Continue with the Branch Re-Engineering Project.
- Encourage and support professional and skill development for all staff particularly in light of the Re-Engineering Project.
- 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.

#### **1997-1998 Activities and Results**

- The One Stop Business Registration pilot project entered into with Economic and Co-operative Development, Finance and Workers' Compensation Board, began operation for a six-month duration.

- The first three stages (Business Strategy Identification, Current Process Study and Business Process Re-Design) of the Branch COBRA Project have been completed. Stage four, which includes Conceptual Design, Detailed Design, Development and Testing, and Implementation has yet to be done.

- Support for professional and skill development for all staff continues. Most staff have been taking computer courses in anticipation of the completion of the COBRA Project.

- In co-operation with other jurisdictions, work continues on finalizing the development and implementation of proposals to reduce barriers to trade with respect to extra-provincial registration and reporting requirements. Final implementation will likely coincide with completion of the COBRA Project.

#### 1998-1999 Objectives

- Finalize the development and implementation of proposals to reduce barriers to trade with respect to extra-provincial reporting requirements.

- Permanently establish the One Stop Business Registration System as part of the COBRA Project.

- Continue with the Branch Re-Engineering and Systems Re-Development Project (COBRA).

- Encourage and support professional and skill development for all staff.

- Establish an Organizational Planning Committee for the development of strategies and recommendations, which considers the needs of all staff, in the implementation processes of the COBRA Project.

#### Public Trustee

The mandate of the Public Trustee is to protect vulnerable persons. The primary functions of the Office are:

- administering the property and finances of adults who are mentally incompetent;
- protecting property rights of children under 18; and
- administering the affairs of deceased persons.

### Corporations Branch Statistics

	1997/98	1996/97	1995/96
New business corporations incorporated and registered	4,659	5,371	3,986
New co-operatives incorporated	14	18	37
New non-profit corporations incorporated	344	342	368
New business names registered	4,687	4,810	4,561
Name availability searches	14,101	14,001	14,112
Telephone inquiries	87,366	86,308	86,792
Remote access inquiries	134,199	138,268	122,315
	1998	1997	1996
Saskatchewan business corporations on register	34,668	34,013	32,278
Extra-provincial business corporations on register	8,168	7,818	7,165
Total business corporations on register	42,839	41,831	39,443
Non-profit Saskatchewan corporations on register	5,512	5,340	5,454
Non-profit extra-provincial corporations on register	135	121	65
<b>Total non-profit corporations on register</b>	<b>5,647</b>	<b>5,461</b>	<b>5,519</b>
<b>Total co-operatives on register</b>	<b>1,183</b>	<b>1,257</b>	<b>1,275</b>
<b>Total credit unions on register</b>	<b>152</b>	<b>161</b>	<b>164</b>
<b>Total business names on register</b>	<b>23,822</b>	<b>27,742</b>	<b>26,299</b>

---

## 1997-1998 Objectives

- Commence the development and implementation of a new accounting and information management 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 re-organization of the Public Trustee to best utilize the benefits of the new accounting and information management system.
- Review and recommend changes to the Investment Policy and obtain approval of the Investment Board.

## 1997-1998 Activities and Results

- As of March 31, 1998 the following clients were receiving service from our Office:

Adults	1,435
Children for whom we hold funds	2,288
Children whose property rights we monitor	976
Estates of deceased persons	465
<b>Total</b>	<b>5,164</b>

- As of March 31, 1998 the Office holds the following assets in trust. (These figures are unaudited.)

	Total Figures
Adults	\$ 57.8 million
Children	\$ 43.4 million
Deceased Estates	\$ 10.0 million
<b>Total</b>	<b>\$ 111.2 million</b>

- The annualized rate of return realized for clients with money in the Common Fund was:
  - for the six months ended September 30, 1997  
9.75 per cent
  - for the six months ended March 31, 1998  
12.19 per cent
  - The five-year average rate of return was  
10.9 per cent.
- In July 1997, the Public Trustee began the process of implementing a new information and accounting management system. It is still planned to implement a new system in 1999. It is critical to operations that the system is operating in 1999 to deal with Year 2000 issues.

In addition, existing hardware is antiquated, breaking down and at risk.

- The Public Trustee has developed proposals for amendments to *The Public Trustee Act* for public personal guardianship, investigations of personal and financial abuse and temporary guardianship. Not all proposals have been implemented. *The Public Trustee Amendment Act* came into force on May 9, 1997. Not all needed changes were made in the amendment Act and the Public Trustee continues to act on further legislative changes.
- The Public Trustee did not complete the reorganization plan and work on that plan continues in the 1997-98 year. It is hoped that the reorganization plan is implemented in 1999 at the time that the new accounting and information management system comes into production.

- The Investment Policy was reviewed. Changes were made and the Investment Board approved an amendment to the Investment Policy in November 1997.

## 1998-1999 Objectives

- Complete the development and implementation of a new accounting and information management system for the Office to be operating in 1999.
- Develop amendments to *The Public Trustee Regulations* and *The Official Administration Fees Regulations* to allow more frequent distribution of income and charging of fees.
- Co-chair a committee to develop amendments to *The Public Trustee Act* and *The Dependent Adults Act*.
- Provide Public Trustee information for the Saskatchewan Justice Internet website.

## ■ Consumer Protection Branch

The Consumer Protection Branch co-ordinates, promotes, develops, implements and enforces policies and programs for the Government of Saskatchewan related to consumer protection by licensing, inspecting and regulating prescribed businesses.

---

## 1997-1998 Objectives

- Respond to consumer inquiries and complaints.
- Protect consumers by licensing, bonding, auditing and inspecting regulated businesses.
- Monitor, support and intervene where necessary in the operation of existing industry regulatory bodies.
- Work with interested business and consumer groups to develop new industry regulatory bodies.
- Participate in on-going discussions with business, other provinces and the federal government in legislative harmonization initiatives.
- Continue to consult with stakeholders with respect to the financial services legislation project.
- Review existing consumer protection legislation and propose appropriate amendments.
- Conclude, implement and monitor the agreement with British Columbia to classify film and video.
- Maintain, as budget allows, an up-to-date computer system for all staff.
- Acquire and implement an automated complaints and inquiry tracking and licensing system. (CATS)
- Introduce new legislation and amendments to existing legislation in the following areas:
  - *The Saskatchewan Insurance Act*;
  - *The Credit Union Act*;
  - Direct Sellers Regulations;
  - Insurance Councils Regulations;
  - Real Estate Regulations; and
  - 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.

## 1997-1998 Activities and Results

- Informed consumers and businesses regarding their marketplace rights and responsibilities by responding to 12,863 inquiries.
- Assisted consumers in resolving their disputes with businesses by handling 1,079 complaints.
- Protected consumers by licensing, bonding, auditing and inspecting regulated businesses:
  - issued 2,133 licenses with respect to 11 Acts for a total of 3,927 licenses in force;
  - conducted over 100 audits, inspections or reviews with respect to five Acts;
  - issued 162 letters of warning to businesses and assisted in the prosecution of five individuals with respect to nine violations of two Acts; and
  - paid \$55,909.01 to 63 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, New Home Builders industry groups and the death services industry on options for regulation.
- Participated with business, other provinces and the federal government in legislative harmonization initiatives including a harmonized licence application form for insurance companies.
- Implemented an agreement with British Columbia to deliver film and video classification through that province.
- Proclaimed new harmonized *Direct Sellers Act* and regulations.
- Proclaimed new *Real Estate Act* regulations.

- 
- Enacted a new *Trust and Loan Corporations Act, 1997* which is harmonized with federal legislation and commenced work on the regulations.
  - Completed drafting of amendments to the *Insurance Councils Regulations*.
  - Commenced an evaluation of *The Consumer Protection Act*.
  - Participated in the stakeholder process to draft a new *Credit Union Act*.
  - Purchased nine desk top computers that are Year 2000 compliant.
  - Commenced a systems project to review the acquisition of an automated complaints and inquiry tracking and licensing system ("CATS").
  - Agreed to participate in the CANSHARE agreement on the interprovincial sharing of regulatory information.
  - Conducted a training session for staff on: small claims court procedures, investigative and audit techniques, prosecutions policy.
  - Participated on a national Consumer Awareness Implementation Team developing initiatives such as a "Consumer Help Book," as well as a national loan brokers and a national telemarketing campaign.
  - Established protocol with Police Services, Home Care Directors of Saskatchewan Health and the Victim Services Branch of Saskatchewan Justice to better serve "vulnerable" individuals and protect them from offences against *The Consumer Protection Act*.
  - Participate in on-going discussions with business, other provinces and the federal government in legislative harmonization initiatives.
  - Continue to consult with stakeholders with respect to the financial services legislation project.
  - Review existing consumer protection legislation and propose appropriate amendments.
  - Monitor and assess the British Columbia agreement on film and video classification.
  - Initiate arrangements with other government departments to advise us of potential consumer problems they observe in the course of delivering their programs throughout Saskatchewan.
  - Participate in the development of marketplace relations as a core strategy within the Department's strategic plan.
  - Acquire year 2000 compliant hardware for the rest of the Branch staff.
  - Acquire and implement CATS.
  - Implement a consumer communications strategy.
  - Finalize the evaluation of *The Consumer Protection Act*.
  - Develop Consumer Protection material for the department's Internet website.
  - Analyse the MacKay Report and assess the implications for Saskatchewan regarding regulation of financial services.

#### **1998-1999 Objectives**

- Respond to consumer inquiries and complaints.
  - Protect consumers by licensing, bonding, auditing and inspecting regulated businesses.
  - Monitor, support and intervene where necessary in the operation of existing industry regulatory bodies.
  - Work with interested business and consumer groups to develop new industry regulatory bodies.
  - With respect to legislation:
    - commence work on phase 2 of reviewing *The Saskatchewan Insurance Act*;
    - finalize the regulations for *The Credit Union Act, 1998* and *The Trust and Loan Act, 1997*;
    - draft additional regulations for *The Direct Sellers Act*;
    - enact amendments to *The Insurance Councils Regulations*;
    - conduct an extensive review regarding regulation of the death services industry; and
    - conduct an extensive review regarding the sale of agricultural implements.
-



- 
- Work with the credit union system on the development of a code of market practices, standards of sound business practice, a regulatory roles agreement and a delegation agreement.

## Pension Benefits Branch

The Branch's mandate to safeguard the accrued pension entitlements of plan members from undue loss is provided by *The Pension Benefits Act, 1992* which establishes:

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

### 1997-1998 Objectives

- Protect pension plan members from undue loss 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.
- Review 50 - 70 actuarial valuation reports, 360 annual information returns and 100 - 200 plan amendments.
- Enhance the pension plan computer system to profile higher risk pension plans and as an early warning test of problems.
- Start collecting and forwarding data to Revenue Canada from the joint annual information return.
- Produce a bulletin explaining the amendments to the legislation with respect to attaching pensions for the purpose of enforcing maintenance orders.

### 1997-1998 Activities and Results

- The Branch reviewed 60 actuarial valuation reports in 1997/98. 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 \$3.8 billion, meaning the system as a whole had a surplus of almost \$400 million. Fifty-three of 156 defined benefit plans had an unfunded liability. However, plans with an unfunded liability tended to be smaller. Eighty-five per cent of plan members belonged to a plan with surplus assets. Just six plans accounted for 85 per cent of the \$84 million in total unfunded liabilities. The Branch monitored those plans closely.
- At the end of 1997-1998, two 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 10 bulletins to help administrators, consultants, financial institutions, lawyers and plan members understand their duties and rights.
- A risk-based audit system was established to target enforcement activities to the highest risk pension plans.

### 1998-1999 Objectives

- Protect pension plan members from undue loss 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.

---

- Review *The Pension Benefits Regulations, 1993* with the objective of recommending amendments to ease the restrictions on pension plans and on personal accounts holding pension money without compromising the protection of plan members or adding to the cost to employers.

- Review 50 - 70 actuarial valuation reports, 380 annual information returns and 100 - 200 plan amendments.

- Negotiate a new agreement between jurisdictions regarding the supervision of plans with employees in more than one province.

- Establish a strategic plan for the Branch.

<b>Fiscal Year</b>	<b>New Plans Registered</b>	<b>Plan Terminations Reviewed</b>	<b>Annual Information Returns Reviewed</b>	<b>Plan Amendments Registered</b>
1993/94	20	24	375	137
1994/95	12	32	382	370
1995/96	19	29	397	370
1996/97	28	27	364	161
1997/98	42	29	366	215

# Legal Services

Saskatchewan Justice provides legal services through the following divisions and branches:

- Civil Law Division;
- Policy, Planning and Evaluation Branch;
- Public Prosecutions Division;
- Public Law Division; and,
- Queen's Printer.

**Budget:** \$11.997 million  
**FTEs:** 181.8

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."

## Resources

The Civil Law Division has 16 Crown Counsel plus an Executive Director providing legal services to the government. There are also three contract lawyers providing legal services with respect to family law matters. The support staff of the Division consists of three permanent and two part-time clerical positions.

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 Crown Counsel are physically located within the Division.

## 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.

### **Budget and Expenditures**

The budget for the Civil Law Division during the 1997-1998 fiscal year was \$2,075,000.00. Of this amount \$424,329.00 was spent to retain lawyers in private practice primarily to handle matters arising under *The Enforcement of Maintenance Orders Act* and civil litigation.

### **Accountability**

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 1997 calendar year, the Civil Law Division had a total of 25,621 billable hours of legal services for client departments and agencies.

## **■ Policy, Planning and Evaluation Branch**

This Branch advises, co-ordinates and supports the development, implementation and monitoring of policy issues which broadly impact on the Department. The 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 the conduct of 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 justice 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;
- providing assistance in conducting public consultations on matters as diverse as family and criminal law reform and Aboriginal and youth justice issues; and
- providing co-ordination and support services on strategic planning and general advice on program development/accountability issues.

### **1997-1998 Objectives**

- Ensure that Saskatchewan Justice perspectives and interests are fully represented in intergovernmental, interdepartmental and intersectoral forums. This is particularly important in areas of federal/provincial policy and legislation consultations, provincial and national data collection and research and negotiation of cost-sharing arrangements.
- Provide policy support and analysis for departmental initiatives such as crime prevention and family violence.
- Prioritize and address internal information, data collection, research, evaluation and library support needs.
- Facilitate and ensure timely, accurate and effective implementation of criminal, youth or family law amendments through information sharing, training, program and policy development.
- Work to gradually and efficiently devolve responsibility for Aboriginal community-based justice programming to the Community Services Branch.
- Co-ordinate appropriate public consultation and involvement in policy and program development, such as in areas of crime prevention and family violence.

---

## 1997-1998 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 FPT Child Support Guidelines Task Force, the Public Disclosure Technical Working Group, and standing committees on criminal, youth justice and family law.
- Represented the Department on the Legal Aid Commission.
- Chaired or participated in a number of interdepartmental and intersectoral committees such as the Interdepartmental Family Violence Committee, the Provincial Partnership on Family Violence, the Saskatchewan Child Action Plan, the ADM Forum on Human Services and the Interdepartmental Committee on Child Abuse.
- Conducted a number of evaluation reports and program reviews, including evaluation of the La Loche Community Justice project and Saskatoon Mediation Services.
- Participated in national surveys and studies conducted by the Canadian Centre for Justice Statistics and represented the Department on the Liaison Officers Executive and standing committee.
- Co-ordinated the implementation of various criminal law and family law amendments, in particular: federal and provincial child support guidelines; *The Controlled Drugs and Substances Act*; and amendments dealing with police powers for search and seizure. The work on child support guidelines included appearing on behalf of the national Task Force before the Senate of Canada as a witness in their hearings.
- Continued to act as the Central Authority for International Child Abduction and to be active in supporting national policy development on parental child abduction.
- Conducted tripartite negotiations with First Nations, Metis, Aboriginal community organizations and the Federal government on the implementation of community-based justice initiatives.

- Participated in Aboriginal justice policy development in areas such as self-government, review of Federal/Provincial/Territorial courtworker program and review of sentencing circle use.
- Implemented broad based evaluation plans to monitor developments on Aboriginal and Restorative justice.
- Co-ordinated the development and implementation of a provincial strategy to combat child prostitution.

## 1998-1999 Objectives

- Assist Department to develop and implement community-based crime prevention and family violence programs.
- Facilitate the development of an intersectoral and departmental strategy on Building Safer Communities.
- Continue initiatives to actively monitor Aboriginal and community-based justice developments in Saskatchewan.
- Co-ordinate an interdepartmental process to promote dialogue within government(s) and with citizens on how to build resiliency for children and families experiencing divorce and separation.
- Enhance the ability to provide meaningful, timely statistical reports and analysis on key trends and pressures facing the justice system in Saskatchewan.

## ■ Public Prosecutions Division

The Public Prosecutions Division prosecutes offences under the *Criminal Code*, 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.

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.

---

## 1997-1998 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 set out 16 specific recommendations covering areas such as staffing, training, job support, management practices and procedures. Steps were taken to implement the following eight recommendations during the 1997-1998 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; and
- the implementation of the Office Automation Plan.

## 1997-1998 Activities and Results

In 1997-1998, a modest budget increase and internal reallocations were put in place to begin responding to the issues raised in *The Operation Audit of the Public Prosecutions Division* and the following recommendations were implemented:

- one crown counsel position was located in Regina and Saskatoon to handle economic crime matters arising in northern and southern Saskatchewan;
- two support staff positions were added to the staff complement;
- contract negotiations between Saskatchewan Justice and QuickLaw are ongoing. The negotiations included not only Public Prosecutions but various divisions throughout the Department;

- five additional prosecutor positions were created and assigned to Crown offices in Regina, Saskatoon, Prince Albert and North Battleford;

- as part of the ongoing training for prosecutors:
  - two media training courses were held;
  - the Human Resources Branch is developing a system of career planning; and,
  - the Deputy Minister of Justice met with other western deputies regarding the possibility of western provinces co-operating in training prosecutors. To date, Alberta and Saskatchewan are investigating the feasibility of a joint course; and

- all Crown Prosecutors across Saskatchewan have been supplied with personal computers and appropriate software. The ability to communicate via e-mail and perform legal research via the Internet has been provided by both internal and external sources.

In addition, during the 1997-1998 budget cycle the following projects were begun:

- the process of increasing resources for the Department's Communications Branch to assist in enhancing media relations services for the Prosecutions Division; and
- the process of reviewing the Division's policies for any required amendments was developed, implemented and is currently underway.

## 1998-1999 Objectives

Public Prosecutions is continuing to address the concerns raised in *The Operation Audit of the Public Prosecutions* through the budget process by pursuing adequate resources on a long-term basis.

- Appropriate funding to be obtained to formally establish Economic Crime Units in both Regina and Saskatoon.
- Three additional prosecutor positions were requested to be assigned to Crown offices in northern Saskatchewan communities.
- Six support staff positions were added to the staff complement.
- Funding for equipment requirements for the Justice Automated Information Network (JAIN), continued access to the Criminal Law Automated Search System (CLASS) through the Internet and the location of QuickLaw terminals in Regina and Saskatoon was requested.

---

## ■ Public Law Division

The Public Law Division provides policy, technical and legal advice to Saskatchewan 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 four branches that provide legal and policy advice, legal services and drafting and publication services with respect to public law, constitutional law, criminal law, trade law, Aboriginal matters, financial issues and consumer and commercial issues.

## ■ 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 responsibilities relating to consumer affairs and financial institutions regulation.

Legislative Services Branch serves as counsel to the Legislative Review and Regulations Review Committees of Cabinet, and provides legal advice to Executive Council and the 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.

## 1997-1998 Objectives

- Prepare the Department's annual legislative agenda in consultation with the Minister, Deputy Minister and senior Department officials.
- Provide legal and policy advice to other branches of the Department and to client 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.
- Report and make recommendations to government respecting an improved response to the abuse of vulnerable adults following from broad public consultations in 1996-1997.
- 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 enforcement 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*.

#### **1997-1998 Activities and Results**

- Organized the second annual Public Law and Community Justice Divisional Staff Conference. The Conference is an opportunity to inform new staff about the work of the divisions and their role in the public service, Justice's legislative and policy priorities and the Department's major achievements.

- With the Consumer Protection Branch and Industry Canada, co-hosted the Meeting of Ministers Responsible for Consumer Protection. Ministers agreed to create a joint working group with industry and consumer organizations to address consumer issues respecting gasoline prices; to continue interjurisdictional co-operation on the harmonization of legislation under the Agreement on Internal Trade, such as the direct sellers legislative initiative; and to prepare options for increased co-operation among jurisdictions for the enforcement of consumer protection across Canada and with other countries in such areas as telemarketing fraud.

- Held an annual planning session to co-ordinate and clarify the priorities and distribution of responsibilities for Departmental legislation during the legislative session.

- 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.

- 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.

Examples of the Branch's work in 1997-1998:

- Chaired the Steering Committee on the Abuse of Adults in Vulnerable Circumstances which presented its report and recommendations to government. A first step towards implementation of the recommendations was made with the enactment of *The Saskatchewan Evidence Amendment Act, 1998*.

- Commenced extensive government, industry and consumer consultations respecting funeral and burial services with respect to consumer protection, governance, prepaid goods and services and abandoned and insolvent cemeteries.

- 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 vice president of the Uniform Law Conference of Canada.

- Co-ordinated the Department's 10-year plan for implementing the government's Regulatory Reform Initiative.

- Continued to work with the Legislative Drafting Branch on the preparation and enactment of bilingual Acts and the corresponding regulations.

- Continued to work with other jurisdictions to harmonize the consumer protection measures identified under the Agreement on Internal Trade.

- Continued to develop, with other governments, options for improved access to justice for consumers and improved enforcement capabilities between jurisdictions. The interjurisdictional Co-operative Enforcement Committee finalized 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.



---

- Chaired a committee of the Civil Section of the Uniform Law Conference of Canada which is studying the issue of exigibility of RRSPs.

- Developed, in conjunction with the credit union system, a new *Credit Union Act*.

#### **1998-1999 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.

- Continue public consultations to develop legislation respecting funeral and burial services and 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 Agreement on Internal Trade.

- Chair a committee of the Civil Section of the Uniform Law Conference of Canada which is studying the issue of exigibility of RRSPs.

- Chair the Legislation Working Committee on Guardianship and Financial Abuse, made up of representatives of community groups and government agencies, to develop legislation in response to the recommendations to the Minister of Justice by the Steering Committee on the Abuse of Adults in Vulnerable Circumstances.

- Participate in the development of a new *Land Titles Act*, including substantial consequential amendments and transitional provisions.

- Produce a consultation paper on issues with respect to life-interest housing for discussion with life-interest developers and consumer and community groups.

#### **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*.

#### **1997-1998 Objectives**

- Assist the government to achieve its policy objectives by providing legal and policy advice on constitutional, Aboriginal, human rights, intergovernmental and international trade law issues.

- Ensure that the government's actions and legislation are consistent with the Constitution of Canada.

#### **1997-1998 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 governments 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 issues relating to national and international trade law.
- Participated in interjurisdictional and intergovernmental forums on various issues, including constitutional reform.

#### **1998-1999 Objectives**

- Assist the government to achieve its policy objectives by providing legal and policy advice on constitutional, Aboriginal, human rights, intergovernmental and international trade law issues.
- Ensure that the government's actions and legislation are consistent with the Constitution of Canada.

### **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 and for ensuring that all regulations are printed in *The Saskatchewan Gazette*.

#### **1997-1998 Objectives**

- Produce legislation that is accurate and consistent with the constitution and the general laws of Canada.
- Draft bills and regulations in a clear, consistent and timely manner.
- Assist the government in making Acts and regulations readily accessible to the public.

#### **1997-1998 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, revise older regulations and to word new regulations in a clear and understandable manner.
- Revised statutes and regulations when required and oversaw the preparation of bilingual Acts and regulations.

#### **1998-1999 Objectives**

- Produce legislation that is accurate and consistent with the constitution and the general laws of Canada.
- Draft Bills and regulations in a clear, consistent and timely manner.
- Assist the Government in making Acts and regulations readily accessible to the public.

---

## ■ 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 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. The Queen's Printer is funded through revenue generated within the fund.

### 1997-1998 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.

### 1997-1998 Activities and Results

- Queen's Printer publications have been available commercially, on-line, through the Internet since January 1, 1997. A 1-800 number is available 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 quickly on-site.

- The Branch is now able to accept credit cards for payment of customer orders.

- Set up and staffed a demonstration booth to demonstrate the Queen's Printer Internet site and paper products (loose-leaf publications, bound volumes and pamphlet Acts and regulations) at the following conferences:

- the Canadian Bar Association Mid-Winter Meeting;
- the Saskatchewan Trial Lawyers Association Conference;
- the Saskatchewan Association of Urban Municipal Administrators Conference;
- the Saskatchewan Association of Rural Administrators Conference; and
- the Joint Prairie Provinces, Montana and North Dakota Libraries Conference.

### 1998-1999 Objectives

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

# 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 1997-1998.

**Budget:** \$5.571 million  
**FTEs:** 80.0

The budget for providing Accommodation and Central Services was \$13.543 million in 1997-1998. FTEs for this service are provided through staff of the 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 Finance and 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.

## 1997-1998 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.

## 1997-1998 Activities and Results

- The accounting unit had a post-audit error rate of 2.5 per cent in 1997-98. This compares favourably with the government's accepted error rate of 4 per cent.
- Completed 15 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.
- The Branch continues to assist the program divisions, boards and commissions to be more responsive to client needs by accepting credit and debit cards for payments. During 1997/98, credit and debit cards were accepted in selected Provincial Court offices for the payment of fines and in the Office of the Rentalsman for the remittance of security deposits.

- Participated in the successful implementation of the residential tenancies security deposit program by the October 1, 1997 deadline. Administrative Services staff provided support and assistance with program design, financial systems approval and the acquisition of office space. The accounting unit provides accounting services for the program. During the period October 1, 1997, to March 31, 1998, 828 security deposit refund cheques were issued to landlords and tenants throughout the province.

- In partnership with the program divisions and the boards and commissions, the support services unit co-ordinated major office renovation and/or relocation projects for Mediation Services, the Family Law Division, the Office of the Rentalsman and Provincial Mediation Board and Moose Jaw Land Titles. The support services unit also provided project management services for a number of smaller projects in Head Office and in offices and facilities across the province. Efforts are continuing in the development of a longer-range space plan for the Department.

- 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, 102 personal and 458 general applications were received in 1997-1998, as compared to 126 personal and 364 general applications in 1996-1997.

#### **1998-1999 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.
- Provide leadership and support for a number of capital and/or renovation projects including the expansion of Meadow Lake Provincial Court.
- On a pilot basis, implement the use of credit cards for small dollar value purchases.

- Ensure the Administrative Services Branch has addressed all internal Year 2000 compliance issues and provide assistance to the Department in addressing Year 2000 concerns associated with operating equipment, building maintenance and security systems.

### **■ 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.

#### **1997-1998 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 analyse 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 classification 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 work plan and learning plan.

#### **1997-1998 Activities and Results**

- Participated in the planning, decision making and advising on organization and Human Resource issues flowing from change initiatives with Land Titles, Public Trustee and Corporations Branch.
- Implemented a plan for work station assessment and employee training on ergonomics.
- Dedicated a resource to the development and implementation of the redesigned Intranet Personnel System for government and piloted the system within the Department.
- Continued to move authority for Human Resource Management decisions to departmental managers.
- Dedicated a resource to bring the corporate Human Resource transformation initiative to the Department.
- Undertook extensive consultations with the Department to redesign services and establish business lines to meet current and future departmental needs.
- Co-ordinated Department needs in collective bargaining and responded to the potential impact of bargaining proposals.
- Reviewed and evaluated out-of-scope positions in the Department and recommended on the allocation of those positions in relation to PIPSC application for certification of a management Union.
- Supported employees and line managers with appeals relating to the new classification plan.
- Provided educational sessions to departmental managers and supervisors in the application of the core competency staffing model.
- Undertook the development of a Branch Strategic and Human Resource Plan.

- Implemented a payroll audit system in the Department.
- Continued to co-ordinate the Racial and Ethnic Discrimination Program.
- 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.
- Continued to support quality of work life for employees within the Branch.

#### **1998-1999 Objectives**

- Plan, develop and implement business lines and branch structure consistent with the corporate Human Resource transformation and to meet the future Human Resource needs of the Department.
- Continue to support organizational change initiatives and operations reviews with the Department.
- Analyse the impact, co-ordinate and support the implementation of the new SGEU collective bargaining agreement.
- Expand the decentralization of the Intranet Personnel System to divisions and branches of the Department.
- Continue to support the Department's objectives to enhance and maintain the quality of work life for employees.
- Commence the development of a Departmental Management Development Strategy.
- Continue to provide support to initiatives associated with corporate Human Resources transformation initiatives and provide leadership to ensure the Department's needs are represented and reflected in the future.
- Commence a Human Resource Branch process improvement review to ensure the efficiency of human resource processes.
- Continue to participate in and co-ordinate the scope review in the Department.

- Develop a strategy to implement a bi-weekly payroll process for the Department.
- Continue the implementation of the new in-scope classification plan.
- Continue to move authority for Human Resource management decisions to departmental managers.
- Plan develop and implement process changes in staffing and classification.
- In partnership with Systems Branch, pilot computer based training.
- Continue to implement and support the core competency staffing model.
- Participate in the planning and decision making and advise on organizational and Human Resource issues flowing from change initiatives with Land Titles, Public Trustee, Corporations, Corrections, Consumer Protection and Court branches.

### ■ 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.

### 1997-1998 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 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*.
- 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.

### 1997-1998 Activities and Results

- Completed an assessment of the Department's desktop computers and network infrastructure.
- Established a dedicated test centre for the detailed testing of the Department's computer applications
- Established formal security principles for the Department.
- Completed the Conceptual Design and a Request for Proposals (RFP) for the five-year Land Titles Automated Network Design (LAND) project to re-engineer and automate Land Titles.
- Completed business cases and business process re-engineering reports for new systems for Corporations and the Office of the Public Trustee.

---

- Implemented a new system to support revised security deposit procedures for the new *Residential Tenancies Act*.

- Implemented a pilot system to support one-stop business registration and reduce red tape for start up businesses.

- Provided personal computers to all prosecutors and provided electronic mail and Internet access to their Regina and Saskatoon offices.

- Provided personal computers to all judges.

- Completed the design of new systems for Surrogate Court, Marriage Commissioners and Commissioners for Oaths.

- Installed approximately 550 personal computers.

- Answered nearly 14,000 Help desk phone calls with an abandonment rate of 5.3 per cent.

- Provided system availability of 99.8 per cent during business hours for over 35 servers.

#### **1998-1999 Objectives**

- Complete Year 2000 testing of the Department's 39 business applications.

- Establish a formal IT security program for the Department.

- Complete the evaluation of a Request for Proposals (RFP) for the five-year Land Titles Automated Network Design (LAND) project to re-engineer and automate Land Titles and negotiate a contract with the successful supplier.

- Completed the detailed design for new systems for Corporations and the Office of the Public Trustee.

- Implement new systems for Surrogate Court, Marriage Commissioners and Commissioners for Oaths.

- Develop a high level technical architecture for the Department.

- Install approximately 200 personal computers.

- Answer 14,000 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.

- Evaluate a proposed inter-jurisdictional system for consumer complaint tracking.

#### **Communications Branch**

The Communications Branch provides the strategic communications planning and central support resources necessary for the Department to successfully achieve its mission, vision, core strategies and objectives.

The Branch is also 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.

#### **1997-1998 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.

- Co-ordinate the visual/corporate identity of 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 Department's 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.

- Develop a communications strategy for the Community Services Branch and produce public information materials.

#### **1997-1998 Activities and Results**

- Developed a strategic communications plan based on the Department's Communications Core Strategy to include internal and external communications and a public education strategy.
- Continued to provide communications support services to all areas of the Department.
- Continued to provide media relations services, including advice, and co-ordination to the Department.
- Continued to update and expand the Department's website.
- Worked to encourage various branches of the Department to conform to visual identity guidelines as stated by Executive Council.

#### **1998-1999 Objectives**

- 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.
- Develop a policy dealing with Ministerial correspondence written by the various branches of the Department.
- Develop a style guide to aid in the preparation of Ministerial and departmental correspondence.
- Continue producing a departmental newsletter and develop an Intranet communications system to promote departmental communication.
- Continue to develop and update the Department's website.
- Using the SARS system, create a communications file network.
- Incorporate all of the departmental communications functions, including Victim Services communications, into one 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:** \$14.042 million  
**FTEs:** 72.5

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

- Farm Land Security Board;
- Law Foundation of Saskatchewan;
- Public and Private Rights Board;
- Saskatchewan Police Commission;
- Saskatchewan Police Complaints Investigator;
- Saskatchewan Human Rights Commission;
- Saskatchewan Law Reform Commission; and
- Saskatchewan Legal Aid Commission.

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

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

## ■ 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.

## 1997-1998 Objectives

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

## 1997-1998 Activities and Results

- During 1997/1998, 112 distributors (representing 236 manufacturers) were registered in Saskatchewan. There were 525 dealers licensed and 15 dealers licenses were terminated during the year. A total of 40 written complaints regarding agricultural implements were received from farmers, dealers and distributors.
- The Board also continued to monitor parts depots in Saskatchewan. The depots continue 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.

## 1998-1999 Objectives

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

## ■ 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 in 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.

The Farm Tenure Arbitration Board has an annual budget of \$235,000.

### **1997-1998 Objectives**

- 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 that 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.

- 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.

- Implement the Board's restructuring plan for the winding down of the Board and the Leaseback Program.

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

- Evaluate the results of the Board's lease rate research project.

### **1997-1998 Activities and Results**

Dispute resolution objectives were met for the 1997-1998 fiscal year as determined by the Board's hearing activity which is the key result indicator in this area.

The Board received 43 hearing applications. Of the applications received, 15 matters did not proceed to arbitration, the disputes having been settled by the parties with the assistance of Board office staff. This settlement activity met the Board's settlement objective of 30 per cent of hearing applications and contributed to a significant reduction in hearing expenses.

All remaining applications resulted in arbitration hearings in the 1997-1998 fiscal year. A total of 26 hearings were held including four hearings that had been pending as of the end of the 1996-1997 fiscal year. Arbitration hearings generally occurred within two to three weeks of the date of application and within 250 km of the location of the parties, meeting the Board's objectives for timely and cost-effective hearings.

---

Decisions were generated within 15 days of the hearing date. No appeals were taken from Board orders.

Compliance objectives were also met for the 1997-1998 fiscal year, as indicated by notice content and activity which are the key result indicators in this area.

Board order follow-up and a program-wide compliance review conducted in 1997-1998 indicated an overall decline in compliance concerns by 20 per cent over the previous fiscal year. 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.

The first phase of the restructuring plan to facilitate the winding down of the Board and the lease and arbitration components of the Leaseback Program was implemented in 1997-1998 with the expiry of the eligibility period for the program on June 1, 1997. A significant budget reduction was made in accordance with the restructuring plan. The plan involves a further series of budgetary and staffing reductions throughout the winding down period.

The Board completed its review of the lease rate research project report and developed a preliminary action plan to address the concerns of leaseback participants exiting the program. The action plan will be finalized and implemented in the 1998-1999 fiscal year.

#### **1998-1999 Objectives**

- 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 20 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;
  - minimizing 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.

- Maintain 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
  - expanding the information service for leaseback participants with respect to leaseback matters by providing access to Board orders via the Internet.
- Implement the next phase of the Board's restructuring plan to accommodate the winding down of the Board and the Leaseback Program.
- Finalize and implement the Board's action plan to address the concerns of leaseback participants exiting the program.

#### **■ Film Classification Board**

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

The Film Classification Board ensures that all films (theatrical pictures) intended for public viewing and all video cassettes rented or sold through retail outlets in Saskatchewan are classified. The classification system is made up of the following categories: General, Parental Guidance, 14A, 18A, Restricted and Adult.

To assist the public in making informed choices about the maturity of the film, or suitability for their family's viewing, additional information captions may be used which give a further description of the film's content.

The actual viewing and classification of theatrical films and trailers (promotional clips) is no longer carried out by members of the Saskatchewan Film Classification Board, but the Board does continue to maintain the responsibility for classification by documentation - films that run for a short time in the province's repertory theatres.

The British Columbia Film Classification Office classifies films and videos on Saskatchewan's behalf by means of an agreement between the provinces of British Columbia and Saskatchewan which came into effect October 1, 1997.

A total of 79 theatrical films and 100 trailers were classified during the period April 1, 1997 to September 30, 1997. As well, 62 films were classified by documentation. 248 video titles were also classified during this period. From October 1, 1997 to March

30, 1998 a total of 89 theatrical films and 82 trailers were classified under the new agreement; 42 films were classified by documentation; and 166 video titles were approved and classified.

The Board maintains the responsibility for registering all businesses engaged in the distribution of film and video material in Saskatchewan. Monthly mailouts listing the material classified are sent to registered distributors, movie theatres and video retailers.

### **Film and Video Materials Classified Under The Film and Video Classification Act**

<b>April 1, 1997 to September 30, 1997</b>			<b>October 1, 1997 to March 30, 1998</b>		
<b>Category</b>	<b>Films</b>	<b>Videos</b>	<b>Category</b>	<b>Films</b>	<b>Videos</b>
General	13	57	General	9	n/a
PG	32	129	PG	35	n/a
14A	30	54	14A	34	n/a
18A	n/a	n/a	18A	11	n/a
Restricted	4	8	Restricted	0	n/a
Adult	n/a	n/a	Adult	0	141
Not Approved	0	0	Not Approved	0	25
Doc.	62	n/a	Doc.	42	n/a
Trailers	100	n/a	Trailers	82	n/a

### **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 them with the directions and options open to them to resolve their situation.

The Board may arrange repayment plans with creditors. The Board also is involved in arranging repayment plans for property tax arrears and gives advice on residential foreclosure procedures.

---

Members of the general public who have been over-loaded 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 may use the dispute resolution services. The public is invited to access the office for information.

### **Provincial Mediation Board**

#### **1997-1998 Objectives**

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

#### **1997-1998 Activities and Results**

- There were insufficient resources to implement the new Consumer Proposal software package because of sharing human resources with the Office of the Rentalsman.
- The number of people accessing debt counselling remained about the same.
- Total revenue rose by \$17,000.

#### **1998-1999 Objectives**

- Increase the number of debt repayment arrangements by 10 per cent.
- Fifty per cent of all closed debt repayment files due to successful repayment of the proposal.

### **Office of the Rentalsman**

#### **1997-1998 Objectives**

- Schedule all hearings within a 30-day time period from the date of application.
- Provide decisions on all hearings within 50 days of application and to ensure that any money that needs to be disbursed are received within 60 days.
- Promote the Office of the Rentalsman and new legislative and procedural changes in all areas of the province.
- Provide more public information on residential tenancy matters.

#### **1997-1998 Activities and Results**

- Implementation of new legislation that came into effect on October 1, 1997, brought many changes, both in the volume of work, and the number of staff. Applications for hearings went from approximately 170/month before the change to 400/month in October 1997 and 523/month in March 1998.
- Targets for scheduling and resolving cases were not met. Initial mail strikes and computer problems slowed the process. As well, getting staff accustomed to the new process prevented expectations being met. Many of the expectations were not realistic.
- There were about 25 presentations made throughout the province to provide information to the public on the legislative and procedural changes. As well, staff did another 20 seminars on landlord and tenant rights.

#### **1998-1999 Objectives**

- Eighty per cent of all cases scheduled within 35 days of application.
- Provide 80 per cent of all decisions within 30 days of hearing and provide for the resolution of funds held within 60 days.
- Have resident hearing officers in Moose Jaw, Prince Albert and North Battleford and hold hearings regularly in LaRonge, Meadow Lake, Lloydminster and Melfort.

**Provincial Mediation Board  
1997-1998 Statistics**

	1997/98	1996/97	1995/96
Notices of Mortgage Foreclosure/ Cancellation of Agreement for Sale	556	609	679
Tax Enforcement Applications	623	711	899
Debt Mediation Files Opened	233	235	190
Files Active at Year End	373	386	360
Payments Received from Debtors for Creditors	\$977,219	\$899,000	\$934,000
Administrative Levy for Province from Debt Mediation	\$91,784	\$77,445	\$66,000
Tax Enforcement Fees	\$2,200	n/a	n/a

**Rentalsman Statistics 1997/1998**

	1997/1998	1996/1997	1995/1996
<b>Total Applications</b>			
April 97-Sept. 97	1,125	2,071	1,755
Oct. 97-March 98	2,486		
<b>Total</b>	<b>3,611</b>		
<b>Number of Security Deposit Applications</b>			
April 97-Sept. 97	154	303	298
Oct. 97-March 98	851		
<b>Total</b>	<b>1,005</b>		
<b>Fees (Oct. 97-March 98)</b>			
April-Sept.	\$22,500	\$41,420	\$35,100
Oct.-March	\$46,120		
<b>Total</b>	<b>\$68,620</b>		
<b>Security Deposit Applications</b> (Oct. 97-March 98)			
Completed within 55 days	754	n/a	n/a
Not completed within 55 days	570		
<b>All Other Applications</b> (Oct. 97-March 98)			
Completed within 55 days	661	n/a	n/a
Not completed within 55 days	246		

---

## ■ Saskatchewan Securities Commission

The Saskatchewan Securities Commission protects investors by regulating the sale of securities to ensure 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 decisions;
- buyers and sellers have equal access to information about companies whose shares trade in the secondary market; and
- those who take undue advantage of purchasers are held to account.

The Commission administers *The Securities Act, 1988*.

The Securities Commission has an annual budget of \$922,000.

### 1997-1998 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 regulations.
- Develop regulations for dealers selling exempt securities.
- Liaise with Financial Planners Standards Council of Canada in working with other provinces to adopt financial planner legislation.
- Examine and take stance on proposed new system of integrated disclosure for issuers.

- Continue to work on projects of the Canadian Securities Administrators (CSA) 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.

- 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.

### 1997-1998 Activities and Results

- Continued core functions as summarized on the following page.
- Advanced work on permanent registration system, but phase in will occur when co-ordinated with other provinces.
- Proposal for National Application System for exemptions published for comment, and implemented on a test basis.
- Established process for issuing press releases on enforcement matters.
- Implemented process for making Commission regulations and reformulation of existing Commission policies into Commission regulations. Also published for comment 13 National Instruments proposed to be adopted as Commission regulations.
- Published for comment Commission regulations imposing conditions on registrants selling exempt securities.
- Continued to liaison with Financial Planners Standards Council of Canada and others respecting regulation of financial planners on a national basis.
- Continued work on specified projects of the CSA.
- Examined proposed new system of integrated disclosure for issuers. Will participate on CSA committee to develop a national approach.



- Amendments to *The Securities Act, 1988* held back pending finalization of provisions in other provinces.

- Developed a new strategic plan for the Commission.

- Identified the implications of self-funding and began development of business plan.

### 1998-1999 Objectives

- Continue the Commission's core functions including registration, prospectus review, exemption applications, continuous disclosure and enforcement.

- Implement permanent registration system and National Registration System with other CSA jurisdictions.

- Recruit and train new compliance officer and gear up dealer inspection program.

- Implement mutual reliance systems for prospectus with other CSA jurisdictions.

- Implement new mutual fund disclosure system.

- Finalize National Application System with other CSA jurisdictions.

- Complete brochure outlining the prospectus review process for small businesses.

- Reformulate local policies with mandatory provisions into Commission regulations and publish for comment.

- Develop and implement plan to train staff on new National Instruments.

- Reformulate Deposit Agent Rules into Commission regulations, and merge deposit agent filing process with other registration functions.

- Amend *The Securities Act, 1988* to implement liability for continuous disclosure and take-over bid changes.

- Examine implications of self-funding, and develop a proposal for self-funding for the Commission.

- Ensure that the Securities Management System (SMS) is Year 2000 compliant.

- Develop a link between national System for Electronic Document Analysis and Retrieval (SEDAR) and SMS.

	1997/98	1996/97	1995/96
<b>Initial registration and renewal of companies</b>			
New applications	36	46	31
Terminations	19	1	4
Registered at year end	268	254	209
<b>Initial registration and renewal of individuals</b>			
New applications	1797	1356	1219
Terminations	826	576	867
Registered at year end	4963	4714	3934
<b>Review and issue receipts for selling documents of Saskatchewan issuers</b>			
Renewal simplified prospectus	2	0	2
Regular prospectus	10	15	14
Short form prospectus	2	1	2
Exchange offering prospectus	4	3	2
Amended prospectus	2	2	5
Offering memoranda	2	6	11
Community bond corporation expression of interest offering memoranda	2	7	12

	1997/98	1996/97	1995/96
<b>Issue receipts for selling documents of non-Saskatchewan issuers reviewed in other jurisdictions</b>			
Renewal simplified prospectus	97	81	99
Short-form prospectus	226	198	145
Amended prospectus	11	18	23
Regular prospectus	262	267	129
<b>Receive continuous disclosure documents from companies</b>			
Insider trading reports	1372	1203	592
Annual financial statements	2274	1777	1959
Interim financial statements	4763	3844	3873
Proxy/information circulars	109*	905	968
Material change reports	433*	1190	940
Annual information forms	1912	1593	1365
<b>Deal with applications for exemption</b>			
Applications granted, approved or filed	831	669	512
Applications withdrawn	73	35	118
Applications denied	1	0	1
<b>Investigate investor complaints and take enforcement action where necessary</b>			
Filed opened	95	91	110
Filed closed	119	105	125
Obtained agreement and undertaking	5	2	1
Conducted examination under oath	45	13	15
Issued freeze order	1	0	3
Conducted hearing	0	2	1
Issued investigation order	9	11	11
Issued temporary cease trade order	2	10	7
Issued extending/permanent cease trade order	1	9	5
Issued order removing exemptions	1	3	2

\*Reflects material filed by local issuers only. Prior years included national and local issuers.