



Government of
Saskatchewan

Annual Report 1998-1999

Saskatchewan
Justice

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Letters of Transmittal

November 8, 1999

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



May It Please Your Honour:

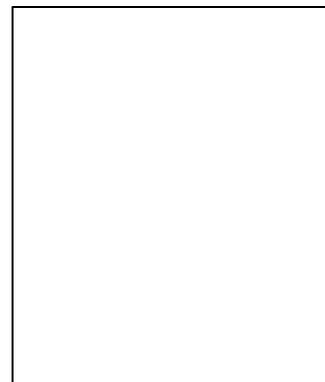
I have the pleasure to transmit to your Honour the Annual Report of Saskatchewan Justice for the year ending March 31, 1999.

Respectfully submitted,

The Honourable Chris Axworthy
Minister of Justice and Attorney General

November 8, 1999

The Honourable Chris Axworthy
Minister of Justice and Attorney General
Province of Saskatchewan



Dear Mr. Axworthy:

I have the pleasure to submit for your consideration the Annual Report of Saskatchewan Justice for the year ending March 31, 1999.

You will, of course, be aware of the diversity of programs and services housed in the Department of Justice. Our responsibilities include criminal prosecutions, legal services for government, representation in constitutional issues, and legislative policy and drafting. As well, the Department is responsible for overseeing policing in the province and the management of the adult corrections system.

Many boards and commissions are the responsibility of the Department. The Department is also responsible for protecting vulnerable adults and for regulation of many elements of the market.

In all these responsibilities, we are driven first and foremost by the need to engender confidence and trust in the justice system and to ensure that the system works effectively to protect the rights of the people of Saskatchewan.

The challenges facing the justice system change each year, and increase each year. The annual report describes our response to our basic mandate and to the new challenges we constantly face.

Respectfully submitted,

John D. Whyte, Q.C.
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:

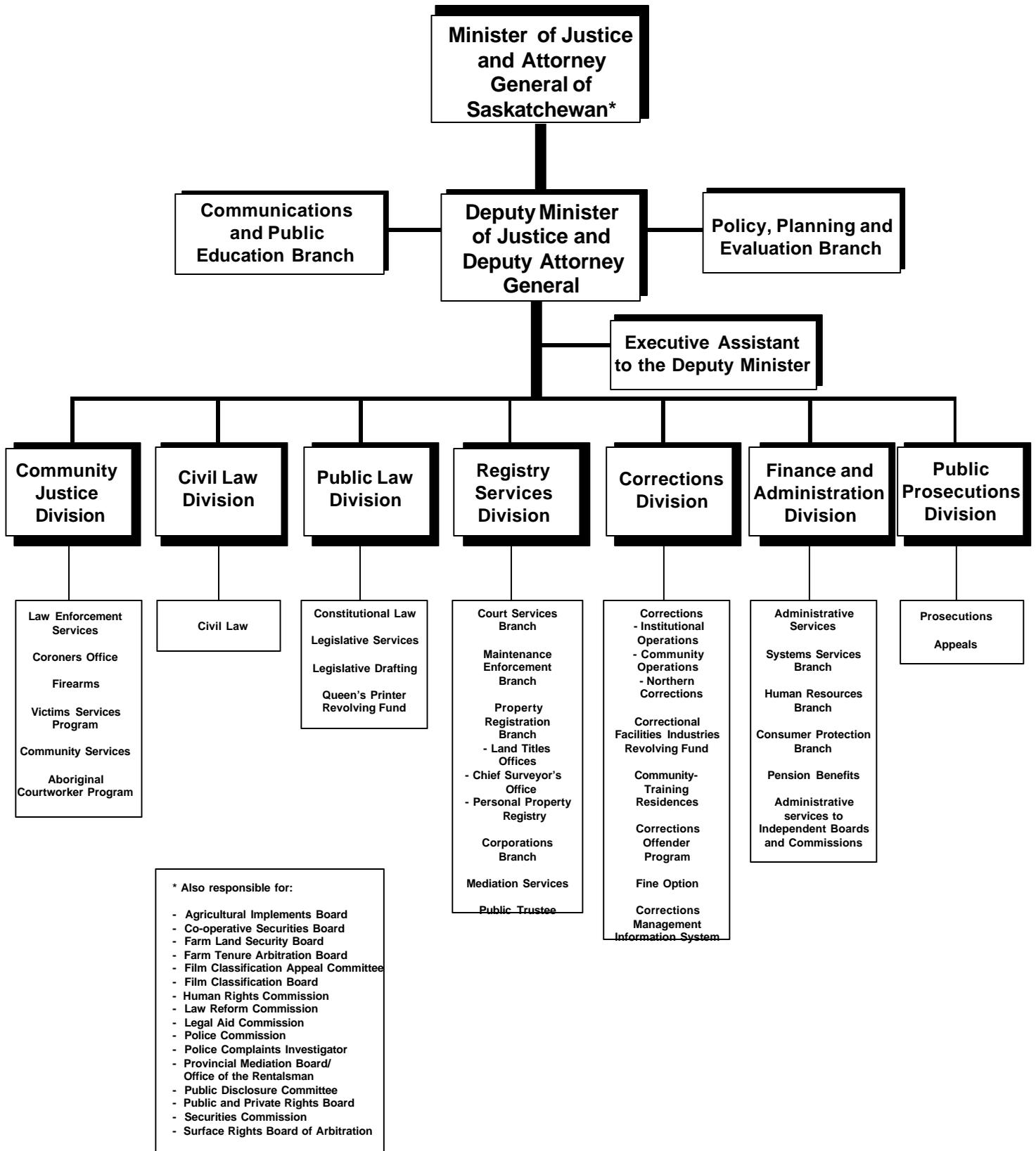
- regulatory functions associated with consumer and marketplace relations, provided through the Consumer Protection Branch;
- developing the use of alternative mechanisms to resolve disputes outside the courts through legislative initiatives, and by providing education and information about alternative 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



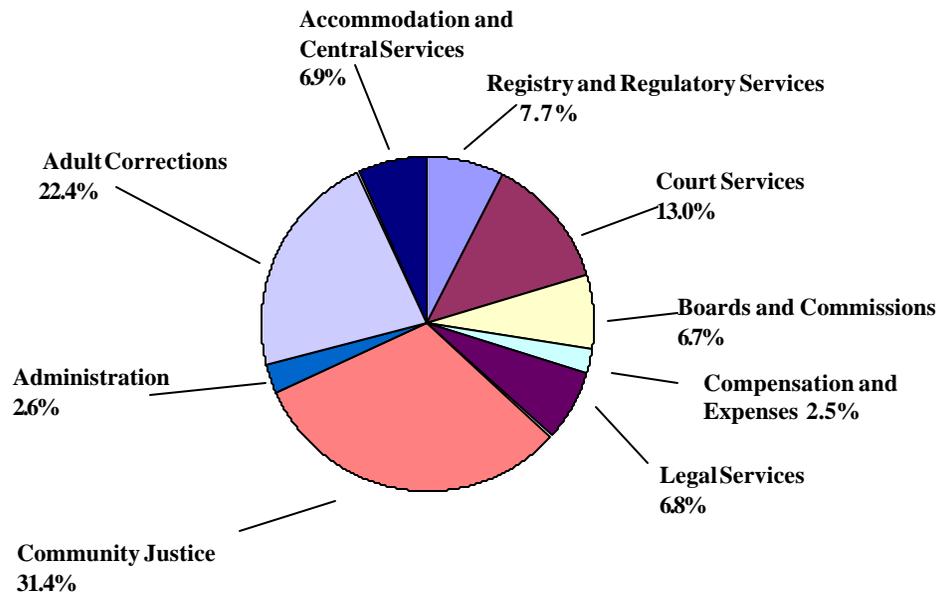
Financial and Human Resources

Overview of Expenses of Saskatchewan Justice 1998-1999 (\$ amounts in 000's, employee counts in Full Time Equivalents (FTEs))

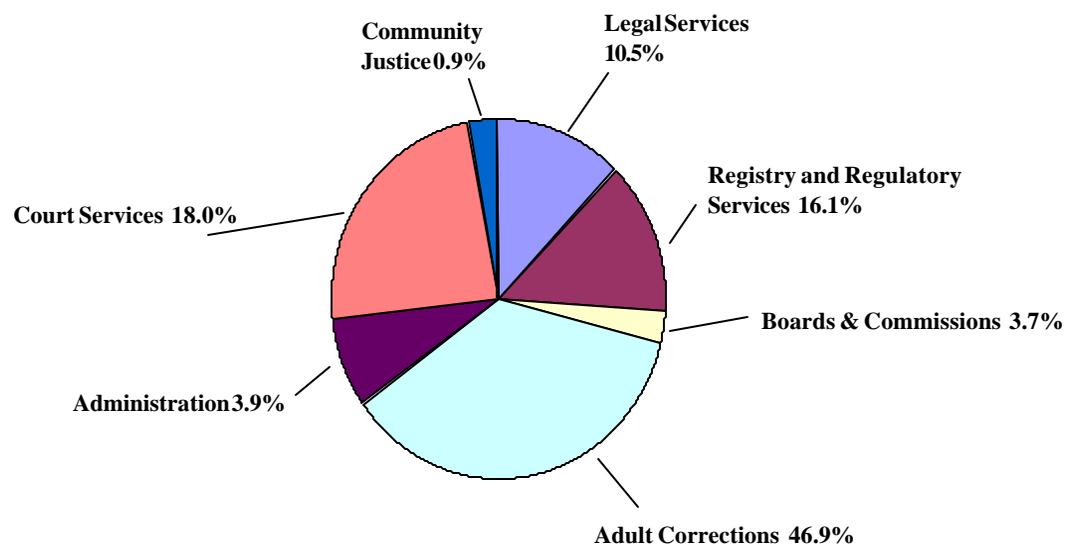
SUBVOTE	ACTUAL 1998/99	ACTUAL FTEs	ESTIMATE 1998/99	ESTIMATED FTEs	\$	VARIANCE FTEs
JU01 ADMINISTRATION		75.9		76.5		(0.6)
Salaries	3,339		3,117		222	
Operating Expenses	2,389		2,254		135	
Grants and Other Third Party Transfers	<u>6</u>		<u>0</u>		<u>6</u>	
SUB TOTAL	5,734		5,371		363	
VARIANCE EXPLANATION: SALARY SETTLEMENTS and SYSTEM SERVICES						
JU02 ACCOMMODATION AND CENTRAL SERVICES		0.0		0.0		0.0
Operating Expenses	14,277		14,307		(30)	
Capital	950		100		850	
SUB TOTAL	<u>15,227</u>		<u>14,407</u>		<u>820</u>	
VARIANCE EXPLANATION: NEW PROVINCIAL COURT FACILITY FOR PRINCE ALBERT						
JU03 COURT SERVICES		348.8		337.8		11.0
Salaries	18,636		17,605		1,031	
Operating Expenses	10,135		5,291		4,844	
Grants and Other Third Party Transfers	<u>44</u>		<u>0</u>		<u>44</u>	
SUB TOTAL	28,815		22,896		5,919	
VARIANCE EXPLANATION: INCREASED BAD DEBT ALLOWANCE FOR FINES, SALARY SETTLEMENTS AND COURT APPOINTED COUNSEL						
JU04 LEGAL SERVICES		203.3		211.3		(8.0)
Salaries	11,268		11,034		234	
Operating Expenses	3,534		2,979		555	
Grants and Other Third Party Transfers	<u>239</u>		<u>0</u>		<u>239</u>	
SUB TOTAL	15,041		14,013		1,028	
VARIANCE EXPLANATION: LEGAL/PROSECUTION COSTS AND SALARY SETTLEMENTS						
JU05 COMMUNITY JUSTICE		17.6		18.3		(0.7)
Salaries	1,005		958		47	
Operating Expenses	2,243		2,713		(470)	
Grants and Other Third Party Transfers	<u>66,195</u>		<u>66,526</u>		<u>(331)</u>	
SUB TOTAL	69,443		70,197		(754)	
VARIANCE EXPLANATION: RCMP SAVINGS						
JU06 ADULT CORRECTIONS		909.9		851.7		58.2
Salaries	38,356		33,675		4,681	
Operating Expenses	10,642		10,376		266	
Grants and Other Third Party Transfers	<u>586</u>		<u>0</u>		<u>586</u>	
SUB TOTAL	49,584		44,051		5,533	
VARIANCE EXPLANATION: INMATE LEVELS HIGHER THAN ESTIMATED AND SALARY SETTLEMENTS						
JU07 REGISTRY AND REGULATORY SERVICES		313.7		258.7		55.0
Salaries	11,575		10,021		1,554	
Operating Expenses	5,474		5,710		(236)	
Grants and Other Third Party Transfers	<u>32</u>		<u>0</u>		<u>32</u>	
SUB TOTAL	17,081		15,731		1,350	
VARIANCE EXPLANATION: SYSTEM DEVELOPMENT COSTS IN CORPORATIONS, PUBLIC TRUSTEE AND CONSUMER PROTECTION						
JU08 BOARDS AND COMMISSIONS		72.4		77.2		(4.8)
Salaries	3,508		3,512		(4)	
Operating Expenses	1,562		1,554		8	
Grants and Other Third Party Transfers	<u>9,825</u>		<u>9,625</u>		<u>200</u>	
SUB TOTAL	14,895		14,691		204	
VARIANCE EXPLANATION: LEGAL AID COMMISSION WORKLOAD PRESSURES AND SALARY SHORTFALL						
JU09 COMPENSATION AND EXPENSES		0.0		0.0		0.0
Grants and Other Third Party Transfers	5,650		0		5,650	
SUB TOTAL	<u>5,650</u>		<u>0</u>		<u>5,650</u>	
VARIANCE EXPLANATION: COMPENSATION PAYMENTS FOR DAVID MILGAARD AND FAMILY						
TOTAL SASKATCHEWAN JUSTICE		1,941.6		1,831.5		110.1
Salaries	87,687		79,922		7,765	
Operating Expenses	50,256		45,184		5,072	
Capital	950		100		850	
Grants and Other Third Party Transfers	<u>82,577</u>		<u>76,151</u>		<u>6,426</u>	
TOTAL	221,470		201,357		20,113	

Budget/Human Resource Allocations 1998-1999

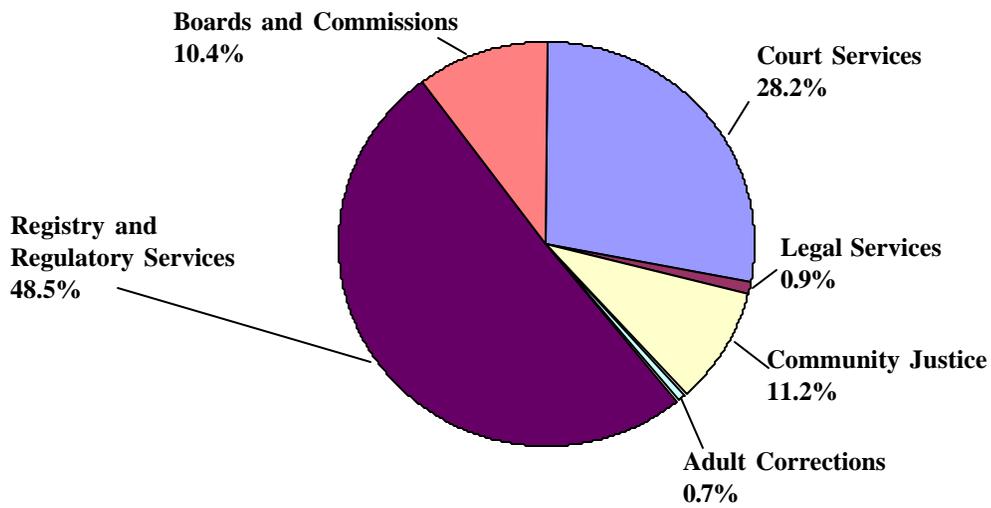
Saskatchewan Justice Actual Expenses by Subvote for 1998-1999: \$221,470,000



Saskatchewan Justice FTE Utilization by Subvote for 1998-1999: 1,941.6 FTEs



1998-1999 Revenues by Subvote - \$69.651 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 \$3.233 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.

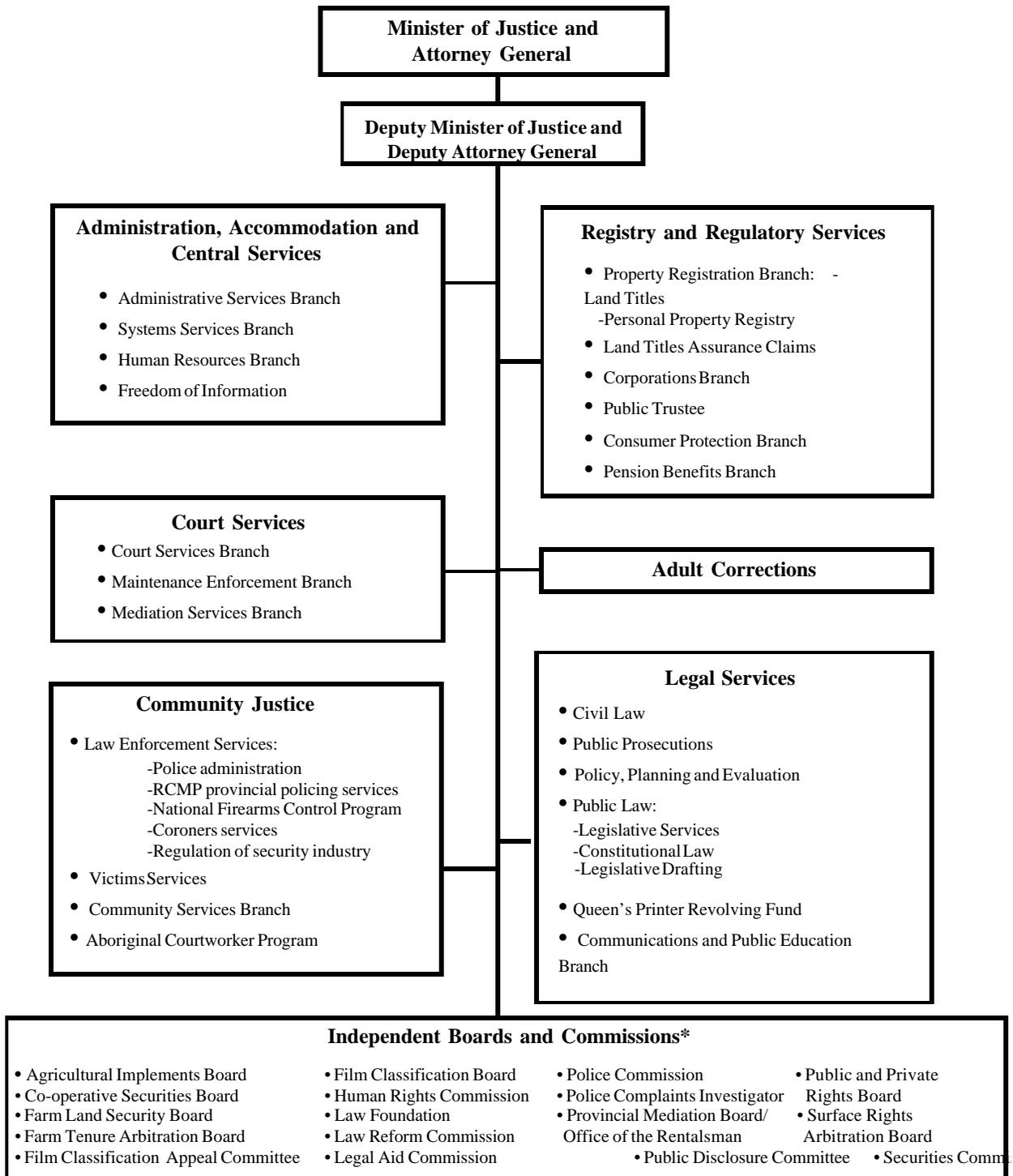
The Saskatchewan Property Management Corporation (SPMC) acquires physical assets which are used by Justice in our day to day operations. Examples include the acquisition and management of buildings used by the Department. These assets are reported in the SPMC financial statements.

(Thousands of dollars)				1998
1999 Capital Asset Categories	Cost	Accumulated Amortization	Net Book Value March 31, 1999	Net Book Value March 31, 1998
Machinery and Equipment	529	296	233	260
Computer Hardware	4,052	2,064	1,988	1,687
Computer Software	376	243	133	106
Office Equipment	340	219	121	170
Office Furniture	882	191	691	395
Other	82	15	67	35
Total Capital Assets	\$6,261	\$3,028	\$3,233	\$2,653

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.



*Many of these boards and commissions produce separate annual reports.

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:

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

Strategic Plan Activity 1998-1999

A 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.

Throughout 1998-1999, the Strategic Plan Working Group conducted an extensive review of the Saskatchewan Justice strategic plan with the goal of publishing a revised plan in the fiscal year 1999-2000.

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.

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: \$70.197 million

FTEs: 18.3

■ 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 legislation regulating the private security industry;
- provides coroners services; and
- administered the national firearms control program until July 1998, when the program was turned over to the federal government.

■ 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 provides the departmental administration of:

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

It also regulates the Private Security Industry.

Administration of Policing

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 implementation of the RCMP Models of Policing.
- Implement the Redistribution of RCMP Municipal Policing Costs project.
- Work with Municipal Government and SaskTel to implement province-wide 911.
- 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.

1998-1999 Activities and Results

- Effectively administered *The Police Act, 1990*, which is the legal framework for policing in Saskatchewan, including communicating with and co-ordinating the efforts of police services throughout the province. This included administration of the provincial contract to provide RCMP services to urban municipalities 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 103 urban municipalities over 500 population.
- Effectively administered a First Nations Framework Agreement, 24 community tripartite agreements, and negotiated three new community tripartite agreements to police the Yellow Quill, Witchehan-Pelican and La Ronge First Nations. Forty-one of the 72 First Nations in Saskatchewan, involving over 75 per cent of the population living on reserves, are now policed under these community tripartite agreements.
- Continued implementation of the RCMP “Models of Policing” project approved in 1997.
- Government proclaimed *The Police Amendment Act, 1997* on January 1, 1999, and Saskatchewan Justice proceeded to implement the recommendations of the *Task Force on Policing and the Administration of Justice* for Redistribution of RCMP Municipal Policing Costs.
- Saskatchewan Justice, Municipal Government and SaskTel participated with a number of municipal and health organizations to implement a province-wide 911 program.
- Implemented the new Serious Crime projects in Regina and Saskatoon.
- Implemented the new Serious and Habitual Youth Offender Comprehensive Action Program (SHOCAP) in Regina, Saskatoon and Prince Albert.

1999-2000 Objectives

- Continue administering *The Police Act, 1990* and the province’s RCMP contracts.
- Continue administration and negotiations for new Tripartite RCMP First Nations contracts for policing on reserves.
- Review *The Police Act, 1990* and regulations.

- Continue implementation of the RCMP Models of Policing.
- Continue implementation of the task force recommendations for Redistribution of RCMP Municipal Policing Costs.
- Continue to work with Municipal Government and SaskTel to implement province-wide 911.
- Continue to implement the Serious crime projects in Regina and Saskatoon.
- Continue to implement the Serious and Habitual Youth Offender Comprehensive Action Program (SHOCAP) in Regina, Saskatoon and Prince Albert.
- Work with the RCMP, Public Prosecutions, Community Services, Court Services and Corrections to advance the Northern Saskatchewan Strategy and implement community training to support the Memorandum of Understanding with New North communities.
- Work with the RCMP on the prisoner escort and security review.

■ RCMP Provincial Policing Service

1998-1999 Objectives

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

1998-1999 Activities and Results

- The RCMP provided policing services to most of Saskatchewan’s people outside the major cities through detachments and offices in 125 locations, with 751 provincial, 100 first nations, 208.5 municipal and 121 federal RCMP positions. Services are comprised of general police services supported by an array of specialized support services.
- RCMP services included policing of all Saskatchewan Indian Reserves and northern communities through the First Nations Tripartite Policing Agreements. Three new agreements were signed bringing the total to 27 covering 41 First Nation communities.

- On January 1, 1999, the province and the RCMP moved into the new RCMP Cost Redistribution Project under which all of the urban and rural municipality communities policed by the RCMP began to pay rates based on a per capita formula. The formula was developed by a task force that included representatives from across the province. Urban municipalities with up to 5,000 people with an RCMP detachment in the community pay from \$33 to \$99 depending on the size of the detachment. Urban municipalities with no RCMP detachment in the community, and rural municipalities, pay \$15.61 per capita. Urban municipalities with fewer than 500 people and rural municipalities that have not paid for policing before receive grants to offset most of the new costs from Saskatchewan Municipal Affairs, Culture and Housing.

- The Models of Policing proposals for amalgamating detachments commenced in September 1997. The RCMP moved from 114 detachments and 8 satellites to a combination of approximately 77 larger “host” detachments and 45 smaller “community” detachments. Local administration and supervision were centred at the host detachments with the community detachments becoming local workstations. The changes are to be phased in over three years to minimize disruption and transfer costs. Implementation continues.

1999-2000 Objectives

- Continue provincial policing programs.
- Continue implementing new First Nations Tripartite Policing Agreements, renegotiating old First Nations Tripartite Policing Agreements and helping First Nations communities that want to establish their own stand-alone policing units.
- Continue implementation of the RCMP Cost Redistribution Proposal.
- Continue implementation of the Models of Policing proposals.
- Participate in a review of prisoner holding and escort practices.

One of the primary indicators used in measuring police activity levels is the number of *Criminal Code* offences. Saskatchewan has the highest provincial crime rate in Canada, and is one of two Canadian provinces where crime is still growing, in a nation where crime has generally been decreasing since 1991. Saskatchewan has a growing at-risk-youth population in comparison to other jurisdictions, where the at-risk-youth populations are generally declining.

Also, the statistics do not adequately reflect the increased time required for investigation of more complex cases, such as increased disclosure of 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	1994	1995	1996	1997	1998	% Increase 1997-1998
Persons	5,492	7,583	5,778	6,458	6,654	3%
Property	15,374	15,171	14,929	16,132	16,915	5%
Other	14,632	14,755	15,182	17,308	18,272	6%
Total	35,498	37,509	35,889	39,898	41,841	5%

■ National Firearm Control Program

Through the office of the Chief Provincial Firearms Officer (CPFO), the province administered the national gun control program established pursuant to Part III of the *Criminal Code*, until it was turned over to the federal government in July 1998.

1998-1999 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.
- Ensure a smooth and seamless transition from provincial to federal administration of the gun control program.

1998-1999 Activities and Results

- Administered the national gun control program provisions of the *Criminal Code* through the office of the Chief Provincial Firearms Officer.
- Negotiated with the federal government for its takeover of the gun control program under Bill C-68.
- The federal government took over the program including four of the existing staff in July 1998.

1999-2000 Objectives

The province has no further role in administering the program.

■ Regulation of Private Security Industry

1998-1999 Objectives

- Continue licensing and regulating the private security industry in Saskatchewan.
- Implement *The Private Investigators and Security Guards Act* to introduce requirements for training and equipment, to include the Corps of Commissionaires and Armoured Vehicle Services, plus provides additional powers for the Registrar to supervise the industry.

1998-1999 Activities and Results

- Administered *The Private Investigators and Security Guards Act*, licensing and regulating the private security industry in Saskatchewan. This involves the screening of applicants for licences to ensure persons working in the industry are of good character and ensuring that firms and individuals are complying with the legislation.

- The Act was revised during the 1997 sitting of the Legislative Assembly and work began to review and develop new Regulations. Implementation was delayed because the writing of a new training manual and the new Regulations were not completed. The revisions include widening the scope of the legislation to include the regulation of armoured car companies and the Corps of Commissionaires, the introduction of a mandatory training program and equipment standards.

1999-2000 Objectives

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

Private Investigators and Security Guards Act

Year	Individuals Licensed			Business Licenses	
	New	Renewal	Replacement	New	Renewal
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
1998/99	792	459	56	19	55
Total	3,498	2,264	122	54	270
5-year average	700	453	24	11	54

■ 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.

The client group of the Coroner's Office includes:

- one hundred and sixty (160) coroners;
- families of the deceased;
- lawyers and insurance agencies that represent families of deceased;
- police and other investigative agencies;
- government agencies and private industry that promote wellness and safety programs;
- family physicians of deceased; and
- media.

1998-1999 Objectives

- Continue investigations, hold inquests and provide information as necessary to meet the Act's requirements.
- 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 information on preventable deaths in "Healthy Living," published by Saskatchewan Health.

1998-1999 Activities and Results

- A total of 1,538 unnatural/unexplained deaths were investigated by the 160 representatives (coroners) during 1998 with 11 public inquests held.

- The Chief Coroner and his administrator continue to be active members of the Child Death Advisory Committee attending quarterly meetings of this multi-discipline Committee.

- *The Coroners Act* received Royal Assent in the most recent legislative session. Proclamation of the Act is expected during the winter of 1999-2000.

- Recommendations for preventable deaths submitted to the Chief Coroner by coroner's and coroner's juries were routinely submitted to appropriate agencies, ministries of government and for suitable publications.

1999-2000 Objectives

- Conduct investigations, hold inquests and provide information as necessary to meet the objectives of the Act.
- Work with the Child Death Advisory Committee to assist in preventing child death and to establish a multi-discipline "working committee" to review specific child deaths as presented to the working committee by the Chief Coroner and/or the Child Advocate.
- Review and update the *Coroners Regulations* in preparation for proclamation of *The Coroners Act*.
- Identify and report recommendations to prevent death and to enhance community safety.
- Report statistical information on death investigations to appropriate agencies, such as Departments of Social Services, Health, Labour, Indian Child and Family Services, the Red Cross and the Traffic Information Research Foundation of Canada to assist in their awareness and preventative programs.

Coroners Caseload: 1994-1998

Year	Natural	Accident	Suicide	Homicide	Unknown	Total
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	987	364	146	29	21	1,547
1998	1,027	334	116	34	27*	1,538
5-Year Average	1,036	342	139	27	22	1,566

* Fifteen cases remain under investigation. Twelve cases are undetermined.

■ Community Services Branch

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, funds programs that meet the goals and objectives of the Restorative Justice and Aboriginal Justice Strategies and takes the lead in developing the Northern Justice Strategy.

Client groups of the Community Services Branch include:

- Aboriginal governments, Tribal Councils, First Nations and service delivery agencies;
- community-based organizations that deliver alternative measures programs;
- offenders (including those who require Courtworker services);
- victims (including those who participate in the conflict resolution forums through alternative measures);
- northern communities not included in First Nations; and
- other elements of the criminal justice system such as police, RCMP, Social Services youth justice system, federal crown, Correctional Services Canada, the judiciary, Victim Services, community and institutional corrections and crown.

Governing legislation includes the *Criminal Code*, the *Young Offenders Act* and provincial statutes for which alternative measures are available.

1998-1999 Objectives

- Continue to support the development of adult diversion programs through expansion of 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 on-going consultation plan for the Branch and community to engage in strategic and informational exchanges.
- Develop a communications strategy and plan for the Branch and produce public materials.
- Finalize the training plan and deliver training to meet the needs of community and criminal justice personnel involved in community-based programs.
- Continue the on-going 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 Saskatchewan Justice to better meet the needs of northern communities.
- Continue to provide co-ordination for the initiative within the justice system and government, in collaboration with Social Services.
- Participate in the design and organization of the First federal/ provincial/ territorial workshop on community-based restorative programs in Ottawa in September 1998. The initial meeting will recommend a permanent committee and meeting schedule to share program and policy information.

1998-1999 Activities and Results

- Developed adult diversion programs by expanding existing programs and by initiating new services in, Meadow Lake and district, Swift Current and Nipawin.
- Continued to support existing Aboriginal community-based justice programs and expanded programs to Agency Chiefs Tribal Council and Beardy's Okemasis First Nations.
- Completed the strategic planning work within the Branch to affirm the direction and activities.

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- Produced an Adult Alternative Measures Program Manual, Policy Guideline document and program fact sheets.
 - Continued, with the assistance of Mediation Services, to deliver training to meet the needs of community and criminal justice personnel involved in community-based programs.
 - Continued the on-going Restorative Justice and Aboriginal Justice Evaluation Strategies, with Policy, Planning and Evaluation, by undertaking qualitative and quantitative information gathering about objectives and program activities.
 - Continued to offer presentations to local, provincial and national groups about the Saskatchewan justice initiatives.
 - Developed a Northern Strategy for Saskatchewan Justice to better meet the needs of northern communities.
 - Co-chaired the first federal/provincial/territorial workshop on Restorative Justice programs in Ottawa September 1998 which led to the creation of the f/p/t Working Group on Restorative Justice.

1999-2000 Objectives

- Continue to support the development of adult diversion programs through expansion of existing programs and by initiating new services in Estevan, La Ronge, Melfort and Tisdale.
- Attract federal funding for Aboriginal community-based justice programs in Prince Albert and Saskatoon.
- Continue the strategic planning work within the Branch to affirm the direction and activities.
- Design a communications strategy and plan for the Branch and continue to update and produce program materials.
- Together with community agencies, deliver training to meet the needs of community and criminal justice personnel involved in community-based programs.
- Provide an opportunity annually for community-based and Aboriginal agency staff to meet and enhance professional development.

- Continue the ongoing Restorative Justice and Aboriginal Justice Evaluation Strategies with Policy, Planning and Evaluation Branch 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.
- Continue to develop and implement elements of the Northern Justice Strategy to better meet the needs of northern communities.
- Continue to provide co-ordination for the initiative within the justice system and government, in collaboration with Social Services and other Human Services departments.
- Continue to provide national leadership as co-chair of the federal/ provincial/ territorial Working Group on Restorative Justice.
- Participate in the federal/provincial/territorial discussions on the Renewal of the federal Aboriginal Justice Strategy to secure a more stable and complete funding mandate.
- Provide a leadership role nationally with the design of data collection and training for the Aboriginal Court Worker Program.

Victims Services

Victims Services has the primary responsibility for assisting victims involved in the criminal justice system in Saskatchewan. Victims' needs are directly related to their involvement in the criminal justice system and may include:

- information on the justice system and assistance as they proceed through the criminal justice process; and
- compensation to offset expenses directly resulting from the crime.

Victims of reported crime, those who come to the attention of the justice system, are the first priority of the program. Initiatives for victims of unreported crime and at-risk individuals are also considered important and are supported to the extent that resources are available. Special emphasis is placed on meeting the needs of the victims of violent crimes such as assault and sexual assault and the needs of vulnerable individuals.

In order to increase understanding about the needs of victims of crime and ensure basic services are available to meet their needs throughout Saskatchewan, the Victims Services Program offers a range of direct supports, such as:

- crisis intervention services;
- victim/witness services; and
- victims compensation.

Underlying these direct services are other initiatives that improve understanding and increase awareness of the needs of victims, and help ensure a comprehensive and co-operative response. These indirect supports include:

- education and training;
- co-ordination of services;
- research and evaluation initiatives;
- prevention of victimization programming; and
- Aboriginal initiatives.

The governing legislation of the Victims Services Program is *The Victims of Crime Act, 1995* and *The Victims of Crime Regulations, 1997*.

Total FTE Establishment	
Administration	6.5
Compensation	2.5
Restitution	3
Victim/Witness Support	5.5
Family Violence Manager	1
TOTAL FTEs	18

1998-1999 Objectives

- Continue effective and efficient stewardship of the Victims Fund to maximize funding for programs and services for victims of crime.
 - Work with Justice Canada on *Criminal Code* amendments to have the federal surcharge automatically imposed.
 - Ensure a smooth and effective transition in bringing to a close the Saskatoon Child Centre pilot project and continuing this approach with significant financial support from the Saskatoon Police Service, Saskatchewan Social Services, RCMP and the community and a reduced financial contribution from Victims Services.

- Meet the immediate needs of victims of crime for timely information, support and referral.
 - Open the fifteenth police-affiliated program in the province, which will be located in Lloydminster.
 - Pursue regionalization of existing programs.
 - Continue support for four specialized Victim Services Programs.
 - Revise funded agency contracts to include Criminal Record Check provision.
 - Effectively manage contract with community agencies delivering services to victims.
- Provide court orientation and support to victims and witnesses during their involvement with the criminal justice system.
 - Develop and distribute a Victim/Witness brochure.
 - Involve community agencies in Saskatoon and Regina in the delivery of evening adult group orientation sessions.
 - Develop a training manual on adult court orientation.
 - Open additional victim/witness rooms.
- Provide payment for reasonable expenses resulting from a criminal act of personal violence.
 - Respond to applications for compensation in a timely manner.
 - Conduct a thorough review of the Victims Compensation Program.
- Educate the public and professionals about the needs of victims and how to respond in a helpful and compassionate way.
 - Distribute materials on programs and services.
 - Organize, promote, plan and deliver a successful Victims Services Week 1998.
 - Host a "Care for the Caregivers" retreat for funded agency staff.
 - Develop and pilot a Volunteer Support Worker Training Manual.
 - Continue production and distribution of a victims services newsletter
- Promote a comprehensive and co-operative response to the needs of victims of crime.
 - Continue with the Victims Program Advisory Committee as a forum for interdepartmental co-ordination.
 - Include co-ordination/co-operation as a form of contractual requirement of all funded agencies.
 - Participate in federal/provincial/ territorial meetings on victims' issues.

- Undertake research and evaluation related to the needs of victims of crime.
 - Complete evaluation of child abuse response models.
 - Continue planning for an evaluation of police-affiliated victims services programs.
 - Develop evaluation plans for Aboriginal Family Violence Initiatives.
- Help to prevent victimization by educating and assisting those at risk.
 - Continue to fund three “Children Who Witness Domestic Violence” programs.
 - Contribute to the Child Action Plan.
 - Assist in the preparation of a video for victims of domestic violence who wish to escape from abusive relationships.
- Develop new programs and effectively administer contracts for new Aboriginal initiatives.
 - Continue with the development of a new Aboriginal Resource Officer Program in four centres and pursue the establishment of a fifth program at La Ronge in conjunction with Victims Services Week.
 - Consult with Aboriginal people and law enforcement personnel in the Churchill River region and Buffalo Narrows to bring services to Aboriginal victims of crime and their families in these areas.
 - Assist in developing goals and objectives for the Aboriginal programs that are both attainable and measurable.
 - Expand the North East Victims Services Program to serve Cumberland House.

• Total revenue for 1998-1999 was \$2,843,810. (This includes surcharges, increase in surcharge receivables, interest and other miscellaneous revenue.) The balance of the Victims’ Fund at March 31, 1999 totaled \$4.3 million. This includes revenue held in reserve that accrued from 1989, when legislation allowed for the establishment of the Victims’ Fund, to 1992 when the Victims Services Program became operational. The following chart provides a breakdown between administration costs, research and education and direct services to victims.

• The federal government agreed to pursue legislative amendments to the *Criminal Code* regarding the imposition of the surcharge on federal offences.

• Victims Services, the Saskatoon Police Service, Social Services, Saskatoon Health District and the Children’s Health Foundation all took some financial responsibility for a newly integrated facility that included the Saskatoon Child Centre.

Crisis Intervention Services

• Opened a new police-affiliated Victims Services Program in Lloydminster.

• Expanded Regina Region Victim Services to Avonlea.

• Expanded South West Victim Services to Ponteix, Gravelbourg and Maple Creek.

• Expanded Moose Jaw Victim Services to Moose RCMP Rural Detachment.

• Provided funding for four specialized programs: the Domestic Violence Early Intervention Program (Family Services Regina); Street Workers’ Advocacy Project (Regina); Victim Support Worker Program (Saskatoon Sexual Assault Centre); and the Sexual Assault Line (Regina Women’s Community Centre).

• Revised all funded agency contracts to require them to develop Criminal Injury Check guidelines to use in the recruitment of new board members, staff or volunteers.

• Managed 41 contracts with community agencies that deliver services to 80 per cent of Saskatchewan’s population living in 600 communities.

1998-1999 Activities and Results

Financial Management



Victim/Witness Services

- A brochure on Victim/Witness Services was developed and distributed.
- Began evening adult group court orientation sessions.
- A final draft of a Victim/Witness manual was prepared for piloting in 1999-2000
- Three new victim/witness rooms were opened.

Compensation

- The compensation program received 332 applications and paid out \$305,162 in awards to 304 victims of crime. Most claims were related to offences such as sexual assault, assault causing bodily harm, assault and robbery.

Victims Compensation Statistics

	1998/99	1997/98
Applications Received	332	229
Applications Approved	304	207
Applications Denied	27	29
Total Amount Awarded	\$305,162	\$228,107
Average Award	\$1003.82	\$1101.96

- A comprehensive review of the Compensation Program was completed in February 1999. Recommendations were reviewed by the Victims Program Advisory Committee and a plan of action for responding to recommendations was developed.

Education and Training

- Held a successful Victims Services Week in November 1998.
- Developed and delivered staff development opportunities (Care for the Caregiver Retreat, April 1998 and Multi-Program Training Workshop, January 1999).
- Developed and distributed two newsletters to approximately 750 individuals and communities.

Research and Evaluation

- Completed the evaluation report on *The Victims of Domestic Violence Act*.
- Children Who Witness Domestic Violence Statistical Summary Report was prepared.
- Collected and maintained statistics for *Victims of Domestic Violence Act* Evaluation Report.
- Collected and maintained statistics for 16 Police affiliated Victim Services Programs, three court-based Victim Services Programs, six Specialized Programs, and three Children Who Witness Domestic Violence Programs.
- Held a provincial meeting with funded agency staff to plan for an evaluation of basic services.
- Completed the evaluation of Child Abuse Response Models.
- Assisted seven Aboriginal agencies in developing evaluation plans for their family violence initiatives.

Co-ordination

- The Victims Program Advisory Committee continued to meet on a regular basis.
- All contracts contained a clause regarding that services be co-ordinated with other related community services.

Prevention of Victimization Programming

- Participated in the development and production of an "escape plan" video for victims wishing to escape an abusive relationship (How Then Shall We Live).
- Assisted in consultations on new crime prevention funding.
- Contributed to the Child Action Plan.
- Continued funding for three Children Who Witness Domestic Violence Programs.

Aboriginal Initiatives

- Opened a new Aboriginal Resource Officer program in La Ronge.
- Provided initial funding for the establishment of a new program for Aboriginal people in the Churchill River Region.

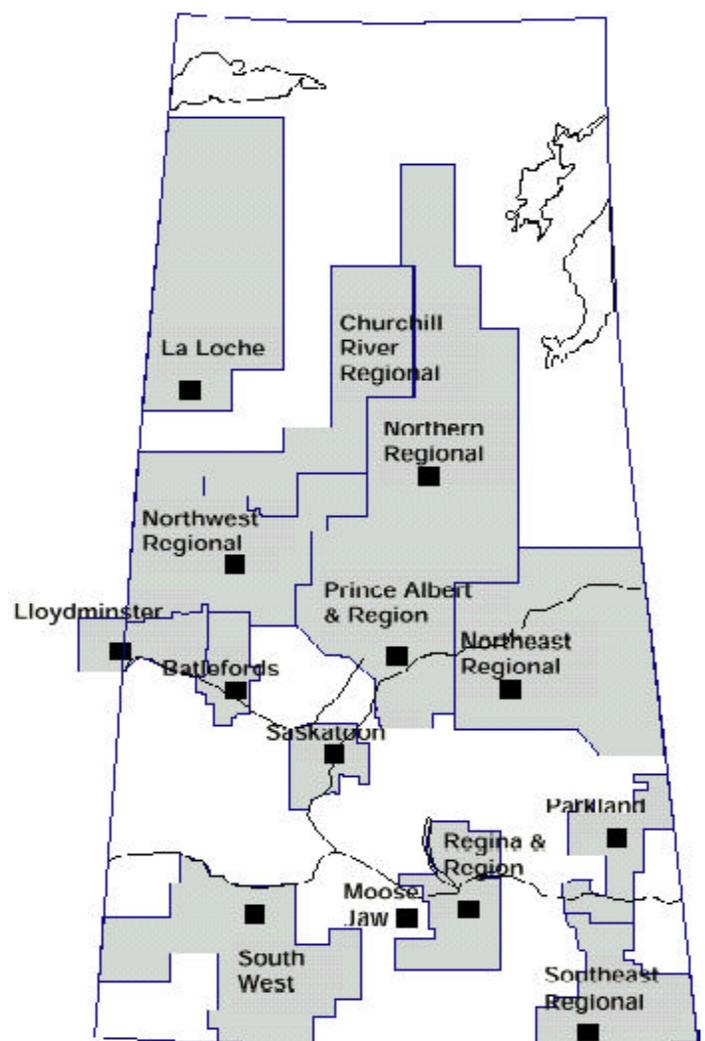
- Expanded the Northeast Regional Victim Services to Hudson Bay and Porcupine Plain.
- Began negotiations regarding the establishment of a new program for Aboriginal victims at Buffalo Narrows.
- Clearly defined the roles and responsibilities of the Aboriginal family violence programs.
- Held a gathering of the Aboriginal Family Violence programs to share and experience what the other programs are doing.
- Effectively administered funding for all Aboriginal initiatives.

1999-2000 Objectives

- Implement the *Criminal Code* amendments introduced by Justice Canada relating to the Federal Victims Surcharge.
- Effectively administer Justice funding for 16 Aboriginal initiatives.
- Finalize protocols with Corrections and Consumer Protection to increase the amount of information available to victims and to allow for increased victims' input on decisions affecting them.
- Develop and implement a new Victim Impact Statement Program in Saskatchewan.
- Act on recommendations included in the compensation review including:
 - develop a victim's compensation policy and procedures manual;
 - streamline administrative processes; and
 - plan for legislative and regulatory changes.
- Print and distribute a Volunteer Support Worker Training Manual.
- Develop manual/training on *The Victims of Domestic Violence Act* and other domestic issues.
- Assist in the development and implementation of training for justice personnel on the needs of adults in vulnerable circumstances.
- Develop and implement a victim client survey.
- Hold an Aboriginal Visioning Day.

- Expand Northeast Regional Victims Services Program to serve Aboriginal people in Hudson Bay and Porcupine Plain.
- Provide full-year funding for and assist in the development of a police-affiliated Victims Services Program for the Churchill River Region.
- Work toward the establishment of new police-affiliated Victims Services Programs in Buffalo Narrows.

Community-based Police-affiliated Victims Services Programs 1998-1999



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;*
- *the Corrections and Conditional Release Act;*
- *the Criminal Code; and*
- *the Prisons and Reformatories Act.*

(The latter three statutes are federal enactments.)

Corrections Division achieves its mission by offering a wide range of programs providing for varying levels of offender care, control and supervision. These programs are delivered through two operational systems — the Community Operations Branch and the Institutional Operations Branch.

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

The Community Operations Branch assists the court through providing essential information for interim release or sentencing purposes (bail and pre-sentence reports), and promotes the responsible behaviour of offenders by providing a meaningful and socially productive level of control in the community. The services include developing and administering a range of responsible sentencing and pre-trial alternatives such as bail supervision, 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;
- two correctional camps as well as a camp which 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 which houses up to 25 provincial offenders operated by the Prince Albert Grand Council.

Budget: \$44.051 million

FTEs: 851.7

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 are owned assets of Corrections. Most capital assets in use by Corrections are rented from Saskatchewan Property Management Corporation.

1998-1999 Objectives, Activities and Results

- Create an environment supportive of the Corrections Division's mission, core values and guiding principles.
 - A comprehensive review of the policies for the Corrections Division has been undertaken to ensure that the mission, core values and guiding principles for the Division are reflected in the documents.
 - A framework has been developed that links the mission, values and principles to the strategic objectives of the Division.
- Develop an effective accountability framework
 - Key performance indicators have been identified for the major activities within the Division and these are monitored on a regular basis. The indicators are monitored on a monthly basis to assess progress in relation to our overall goals and objectives. The indicators provide the Division with the opportunity to identify issues and concerns in a proactive manner.
 - Management and operational reviews have been conducted on a regular basis throughout the Division. The lessons learned from the reviews are shared with managers and staff throughout the Division as part of a continuous learning process.

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- Refresher training has been delivered to managers on various elements of correctional law and its application in day-to-day decision-making processes. Areas of training have included the inmate disciplinary process, crisis management and use of emergency response teams.
 - The Division has worked closely with the Ombudsman and her staff over the last year in dealing with issues and complaints raised by offenders. The working relationship with the Ombudsman's office has strengthened the Division's commitment to the principles of administrative fairness and the duty to act fairly.
 - Develop an integrated case management process.
 - A review of case management practices was completed within the Division and a strategic framework was developed for the implementation of an integrated case management process throughout the Division and with other criminal justice partners.
 - Policies and procedures have been developed to: strengthen the Division's response to the needs of victims; define criteria for assessing and responding to the criminogenic needs of offenders; and to clarify roles and responsibilities in decision-making and appeal processes for inmate security classifications, transfers and placement in Community Training Residences.
 - Risk and Needs assessments are conducted on all new offenders, both in the community and in the correctional facilities, entering the correctional system. These assessments assist the primary case-workers to develop intervention and case plans for the offenders during their period of involvement with the correctional system.
 - Criminogenic risk assessment principles have been incorporated into the Pre-Sentence Reports that are prepared for the courts to assist them in determining an appropriate sentence for an offender.
 - Implement effective correctional programs.
 - A set of core programming targets has been identified that will allow the Division to focus on providing appropriate interventions to high risk and high needs offenders. The programming targets include substance abuse, cognitive behavioural learning, sex offending, spousal abuse and anger management. In 1998-99, the Division increased its capacity to deliver spousal abuse and sex offender programming in the community corrections branch.
 - A program inventory for the Division has been developed that identifies the types of programs being offered, the criminogenic needs being targeted, and the costs of operations. The program inventory is being incorporated into the Division's Corrections Management Information System for ready access by all case workers.
 - Training has been delivered to various community and institutional staff members in the following areas: sex offender management strategies; fetal alcohol syndrome and effects and family violence.
 - Additional staff members have been trained to deliver the internationally accredited Offender Substance Abuse Pre-Release Program. The number of staff trained to-date now allows for the program to be delivered in all regions within the Province. Staff members from the correctional centres, community training residences, and community operations have been trained to deliver the program. The Division will be looking to expand this capacity in the coming fiscal year as a means of addressing the prevalent problem of substance abuse amongst the offender population.
 - The Regina Correctional Centre in partnership with SIAST has implemented a short order cook program to help the offenders who have identified unemployment as a factor that contributes to their involvement in the criminal justice system.
 - Find alternative ways of delivering correctional services.
 - An information sharing protocol has been developed and implemented to ensure federal corrections officials receive the necessary court, police, and provincial correctional information to assist them in administering the sentence of federal offenders.
 - A framework for collaboration with the Correctional Service of Canada has been developed to address the needs of Saskatchewan women offenders in a more comprehensive manner. The framework identifies several areas for joint initiatives including research, staff development and training, program development and information sharing.
 - The Prince Albert Correctional Centre has developed several post-release agreements with neighbouring First Nation communities to assist with the supervision of offenders released on temporary absences for rehabilitation purposes.
 - Several managers have been trained as accreditation panel members to assess the viability and effectiveness of programs offered both in community and institutional settings. These individuals have assisted the Correctional Service of Canada in conducting their site accreditation process for correctional programs.
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1999-2000 Objectives

- Maintain an environment supportive of the Corrections Division's mission, values and principles.
- Maintain an effective accountability framework.
- Implement the integrated case management strategy for the Division.
- Implement an effective correctional programming strategy for the Division.
- Identify alternative ways of delivering correctional services.
- Implement a human resource development strategy that supports the strategic direction of the Corrections Division.

Corrections Comparative Data

	1998-99	1997-98	1996-97	1995-96
Corrections Centre Admissions: Sentenced	3,850	3,894	4,802	6,397
Remand	7,175	6,685	6,202	5,623
Average Daily Sentenced and Remand Counts	1,203	1,178	1,175	1,266
Average Monthly Probation Caseload	3,820	3,663	3,579	3,521
Average Monthly Conditional Sentences Of Imprisonment**	815	584	262	n/a
Hours of Community Service Worked*	44,567	55,220	54,860	105,727
Restitution to Victims (\$ Value Collected)	\$736,905	\$780,083	\$469,490	\$679,150
Average Cases Supervised per Month on Intensive Probation Supervision/Electronic Monitoring	104	118	118	115
Daily Average on Bail Supervision	262	187	182	154
* Includes young offenders except those from Prince Albert, Regina and Saskatoon. ** New legislation was effective September 1, 1996.				

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: \$22.896 million
FTEs: 337.8

■ Court Services Branch

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

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

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

The Court system is comprised of the Court of Appeal, the Court of Queen's Bench and the Provincial Court.

The Court of Appeal consists of the Chief Justice of Saskatchewan and eight other Appeal Court justices, all of whom are appointed federally. The Court of Appeal sits at Regina and Saskatoon.

The Court of Queen's Bench is the superior court of record for Saskatchewan. The Court consists of the Chief Justice and 32 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 45 Provincial Court judges. Judges are appointed by the Lieutenant Governor in Council. In 1998/99, the Provincial Court sat in 14 locations with resident judiciary and permanent facilities, and visited 78 other locations on circuit.

The primary resources of the Branch are its staff resources.

The significant pieces of legislation governing Court Services Branch are:

- *The Court of Appeal Act;*
- *The Queen's Bench Act;*
- *The Provincial Court Act;*
- *The Court Officials Act;*
- *The Recording of Evidence by Sound Machine Act;*
- *The Administration of Estates Act;*
- *The Jury Act; and*
- *The Justice of the Peace Act.*

Some of the other statutes that determine the operations of Court Services Branch operate are:

- *the Criminal Code;*
- *The Summary Offences Procedure Act;*
- *The Executions Act;*
- *The Exemptions Act;*
- *The Saskatchewan Farm Land Security Act;*
- *The Attachment of Debts Act;*
- *The Distress Act;*
- *The Divorce Act;*
- *The Children's Law Act;*
- *The Child and Family Services Act; and*
- *The Family Maintenance Act.*

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 will be re-engineered. The year 2000 compliant systems will be implemented and a plan will be developed to address other computer 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.

1998-1999 Activities and Results

- The civil mediation program will be expanded to the Prince Albert Judicial Centre in May 1999.
- The Family Law Support Services parent education program is now offered in a number of centres throughout the province, including some northern locations. A video was 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 use of video-conferencing continues to be a priority for northern court locations; however, the necessary start up funding for this technology has not yet been obtained.
- A protocol was developed for the establishment of Court on Reserve. This protocol is being used when decisions are made about expansion of Provincial Court sites to Reserves.
- A Court Facilities Design document has been designed, in conjunction with the development of plans for a new court facility in Prince Albert. This design document will become the “new standard” for all new court facilities in Saskatchewan.
- A self-help variation kit was completed for the Provincial Court.
- Consultations about the construction of a new Provincial Court in Prince Albert are underway, and it is expected the detailed design will be finalized early in the new fiscal year.

- The services of Family Law Support Services were assessed, and the work unit will be reorganized early in the new fiscal year. The demand for custody and access services has doubled in a one year period, and the requirement for supervised access and supervised exchange continues to grow.

- The Library Resources Committee continued to meet, on a regular basis, which has resulted in improved use of technological research services for the judiciary. The Courts' librarians share their text resources, and continue to work toward achieving efficiencies through the co-operative effort of working together.

- A systems support and training plan was developed for the Saskatchewan judiciary. Three group training sessions were organized for the Provincial Court judges; two group training sessions were organized for the Court of Queen's Bench judges.

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

- The Marriage, Commissioner for Oaths and Notary Public, and Surrogate Court systems were re-engineered and are now year 2000 compliant. Plans were developed to address the Y2K problems of other Court systems early in the 1999/2000 fiscal year.

- The requirement for a formal interpretation program in the north continues to be explored, as well as the recruitment of additional Aboriginal Justices of the Peace. This continues to be a priority for Court Services, and further work will be carried out on these two initiatives in 1999/2000.

1999-2000 Objectives

- Court Services has received funding to construct a stand alone Provincial Court facility in Prince Albert. Consultations have been completed with the stakeholders, plans for construction are underway. It is expected the building will be ready for occupancy by January 2001. The design of this Provincial Court is taking into consideration the requirement to accommodate all the latest developments in technology such as video-conferencing.

- The Justice of the Peace program is being expanded with the main focus being northern Saskatchewan. The Supervising Justice of the Peace is improving the training program for new appointments, and working with the northern communities in regard to the recruitment and retention of Aboriginal Justices of the Peace.

- The Fine Collection Committee met in the spring of 1999 to review existing fine enforcement mechanisms and to recommend new initiatives for collecting fines. The recommendations of the committee were approved and steps are being taken to implement the new procedures, including:

- expanding the use of credit/debit cards to additional Provincial Court locations;
- entering interjurisdictional agreements with Alberta and Manitoba for the collection of traffic-related fines;
- adding "no operators licence" and "unregistered vehicle" as offences under the non-renewal of drivers' licence programs;
- including criminal code, driving offences in the non-renewal of drivers' licence program;
- increasing the number of contracts with collection agencies; and
- developing procedures for the use of civil enforcement as a collection method.

Some of these changes will require changes to legislation.

- The civil mediation program is now operating in three major court centres in Saskatchewan. On the family side, the Mediators are very involved in delivering parenting education, in co-operation with the Family Law Support Services' staff, to individuals experiencing separation and divorce.

- Consideration is being given to piloting a mandatory parent education program in two judicial centres. Also, the need to establish a "high conflict" education program is being reviewed. Family Law Support Services launched their video and curriculum for children of those going through separation and divorce in June of this year. This program is now used by family service agencies in the province.

- The Saskatchewan Justice website, which is close to being released, will contain detailed information about Saskatchewan Court Services Branch. The Court of Appeal is developing their own website. This website will provide information on decisions of the Court of Appeal. A segment of this website will contain a biography of the Justices of the Saskatchewan Court of Appeal, Rules of Court, directives issued by the Registrar of the Court of Appeal and general information about the Court.

- Most Y2K issues have now been addressed. This included the following systems: Marriage, Commissioner for Oaths and Notaries Public, Surrogate, Juror Summons, Queen's Bench scheduling and court-related interest programs. Court staff will be available on January 1 to test all the systems. A contingency plan has been developed for unforeseen circumstances that might arise early in the year 2000. It has been determined that there are no Y2K issues with the major computer system - Justice Automated Information Network (JAIN).

- The Provincial Court Commission, established under *The Provincial Court Act, 1998*, will hold hearings in Saskatoon on November 1, 2, and 4, 1999, respecting the salaries, benefits and pensions for Provincial Court Judges, as well as court facilities and security for the Provincial Court. The Commission was established to conduct an independent review of judicial remuneration and benefits for the period April 1, 2000 to March 31, 2003.

- Saskatchewan Court Services is hosting the 1999 ACCA Conference in Saskatoon, November 8 - 10, 1999. It is expected this conference will be well attended by court administrators and members of the judiciary from all across Canada. Court Services' staff have dedicated many hours of their personal time to making this conference a memorable event for all attendees.

■ 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 centers of Regina, Saskatoon, Prince Albert 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.

The client group of Mediation Services includes:

- court litigants;
- families experiencing separation or divorce;
- farmers and creditors;
- members of legal community;
- law enforcement agencies;
- First Nations, government departments, agencies and Crown Corporations;
- local government organizations (Health Boards, School Boards, Municipal Government); and
- members of the general public.

Mediation Services has two strategic objectives that form the basis for the staff's 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.

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; and
 - 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;
 - 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 Center.
- 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.

1998 -1999 Activities and Results

- The Branch continued to work closely with the Department, First Nations and Community Justice programs, providing policy, advisory and training services. This included assisting in the development of an evaluation tool and working in partnership with Yorkton Tribal Council Alternative Measures Program to pilot the evaluation process, providing numerous training events for First Nations Community Justice Programs across the province and holding a one day conference for Community Justice workers. In addition to numerous mediations or co-mediations, over 200 individuals received victim/offender mediation training.
- In support of community initiatives, the Branch provided training to over 300 youth, community residents, police and school officials. This included training to Regina Rainbow Youth and work in conjunction with Saskatoon Tribal Council in the delivery of youth training in Saskatoon, work with a number of School Boards and the Saskatchewan Police College and the RCMP.
- The Branch continued to support a mediation program operating in Regina Small Claims Court. The focus was on more complex, time-consuming cases and provided opportunities for volunteers to gain some practical experience in the mediation process.
- In addition to providing mentorship opportunities for a variety of First Nations individuals working in the community justice area, two University students from the Saskatchewan Federated Indian College completed their practicum placements with the Branch. Arrangements were also made for an articling student from Saskatchewan College of Law to spend time with the Branch as well as five students enrolled in a mediation class at the College of Law to participate in mediation sessions.
- The Branch worked in partnership with Mediation Saskatchewan and Family Mediation Canada to host one of the most successful national family mediation conferences ever held. Approximately 400 participants attended a broad range of workshops to learn about dispute resolution. A one-day youth education program was held in conjunction with the Family Mediation conference, bringing together approximately 100 teachers and students from schools across Saskatchewan to discuss and learn about mediation and the development of dispute resolution programs within the education system.

The Branch continued to work with the University of Saskatchewan College of Law and the Law Society of Saskatchewan, making presentations at Alternate Dispute Resolution classes held at the College and at the Saskatchewan Bar Admissions course. The Branch also assisted the Saskatchewan Institute of Applied Science and Technology's Dispute Resolution Certificate Program in developing and delivering dispute resolution courses.

- The Branch continued to provide family mediation services on a fee-for-service basis, focusing services towards those who had a limited ability to pay. Seven cases requesting custody and access evaluation reports participated in mediations and the Branch helped Family Law Support Services conduct 27 parent education sessions in 14 locations throughout the province.
- The civil non-family mediation program operating in the judicial centres of Regina, Swift Current and Saskatoon was expanded to the Prince Albert Judicial Center in the fall of 1998. Over 600 cases participated in mediation sessions, assisting over 1600 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 over 1900 individuals or organizations. This includes a broad range of training events, the facilitation of expropriation disputes, human rights complaints, collective bargaining negotiations, farmer/lender, victim/offender and family mediations;
 - provided advice to government and other government-related agencies such as School Boards and Health 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.

1999-2000 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, by working with local community groups and individuals to ensure they have the required skills and knowledge.

- Support and encourage the use of mediation and other collaborative problem solving methods for youth. This will be achieved by working closely with individuals involved in the education system, including School Boards, teachers, trustees and the Department of Education.
- 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 the University of Saskatchewan College of Law, the Saskatchewan Institute of Applied Science and Technology and the Saskatchewan Police College in developing and delivering curriculum in the area of dispute resolution; and
 - enhancing current working relationships with the Faculty of Social Work, School of Human Justice and Saskatchewan Federated Indian College.
- Encourage the use of mediation as a means of resolving disputes in family law matters by:
 - assisting Family Law Division Services to expand the delivery of parent education sessions throughout the province;
 - in conjunction with Family Law Division Services, provide 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 provision of the Civil Mediation Program on a voluntary basis to all judicial centres within the province, and working with local Bar Associations to expand legislation in their judicial centres;
 - 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 and training and direct delivery of dispute resolution services, where appropriate.

	1997/98	1998/99
Mediation		
Queen's Bench mediations	905	1,649
Other	620	780
Training & Facilitation		
Community & Victim Offender	135	573
Other Training & facilitation	1,470	1,964

■ 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: **A**To collect child and spousal support and improve attitudes and accountability towards family support obligations. **@**

The client groups of the Maintenance Enforcement Program include: payors of family support; recipients of family support and their dependant children; members of the Bar; and third parties such as employers, banks and pension administrators.

The governing legislation of the Maintenance Enforcement Program is:

- *The Enforcement of Maintenance Orders Act, 1997*;
- *The Reciprocal Enforcement of Maintenance Orders Act, 1996*; and
- *The Family Maintenance Act, 1997*.

1998-1999 Objectives

- Implement reporting of payors who have defaulted on their support payments to the Credit Bureau.
- Test and enhance the Maintenance Enforcement database to ensure 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.

1998-1999 Activities and Results

- The Maintenance Enforcement Office completed testing of its database for year 2000 compliance, and any problems were resolved.

- The Maintenance Enforcement Office implemented credit bureau reporting in March 1999. Respondents who are not making their payments may be reported to a credit bureau in order to advise creditors of their family maintenance obligation, and to potentially prevent the respondent from taking on additional debts.

- A project to provide centralized administrative support to Officers using the remedies of withholding drivers licences, passports and federal transport licences was conducted. The results indicated that the remedies are used far more frequently when support is provided than when it is not.

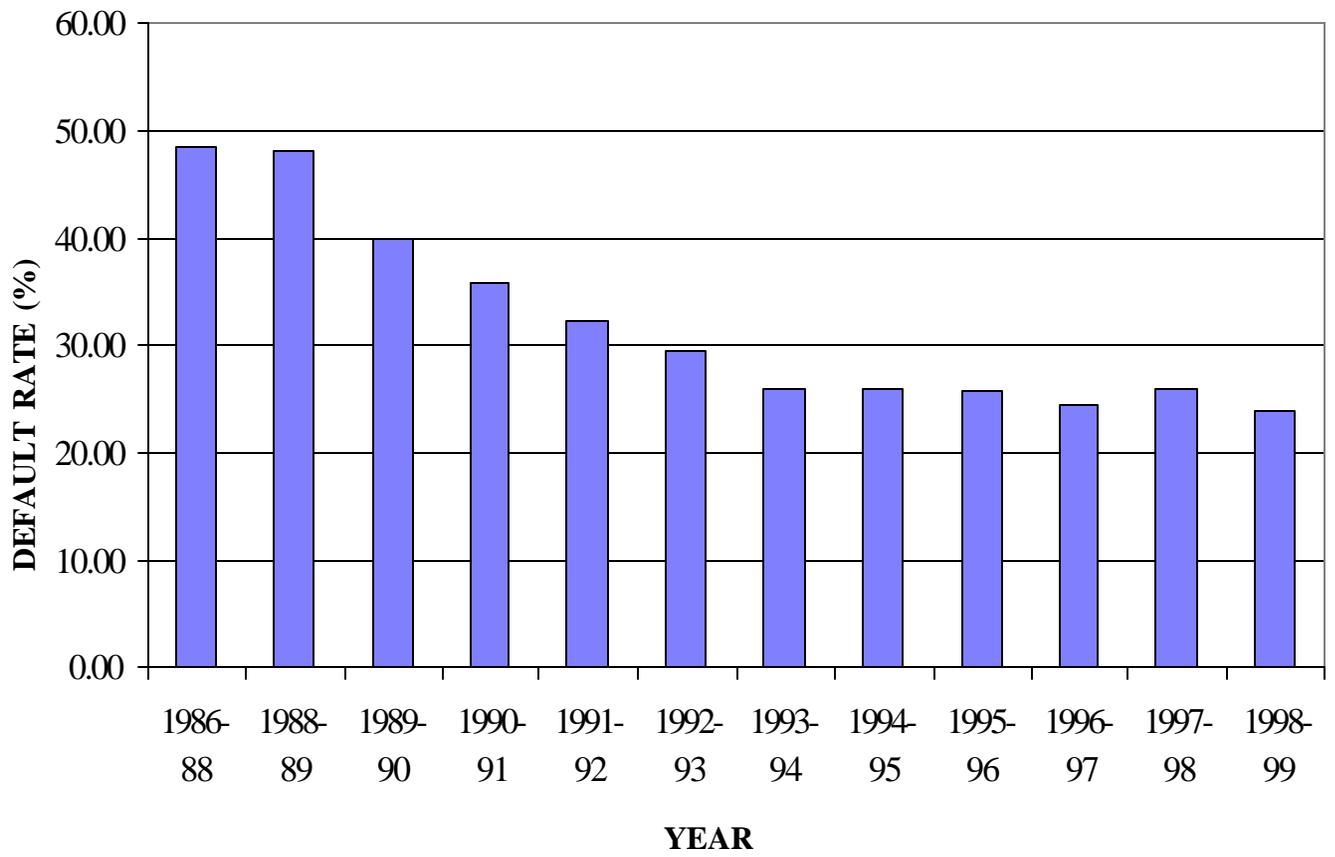
- A package of standard reciprocal enforcement transmission documents was automated to facilitate the handling of cases sent by Saskatchewan to reciprocating jurisdictions.

- The Director of Maintenance Enforcement participated in a national REMO Sub-Committee. The Committee is working on new legislation, expected to be passed by many provincial/territorial jurisdictions in 2000. The legislation is intended to streamline the granting and varying of orders for family support, when the parties live in different provinces or territories.

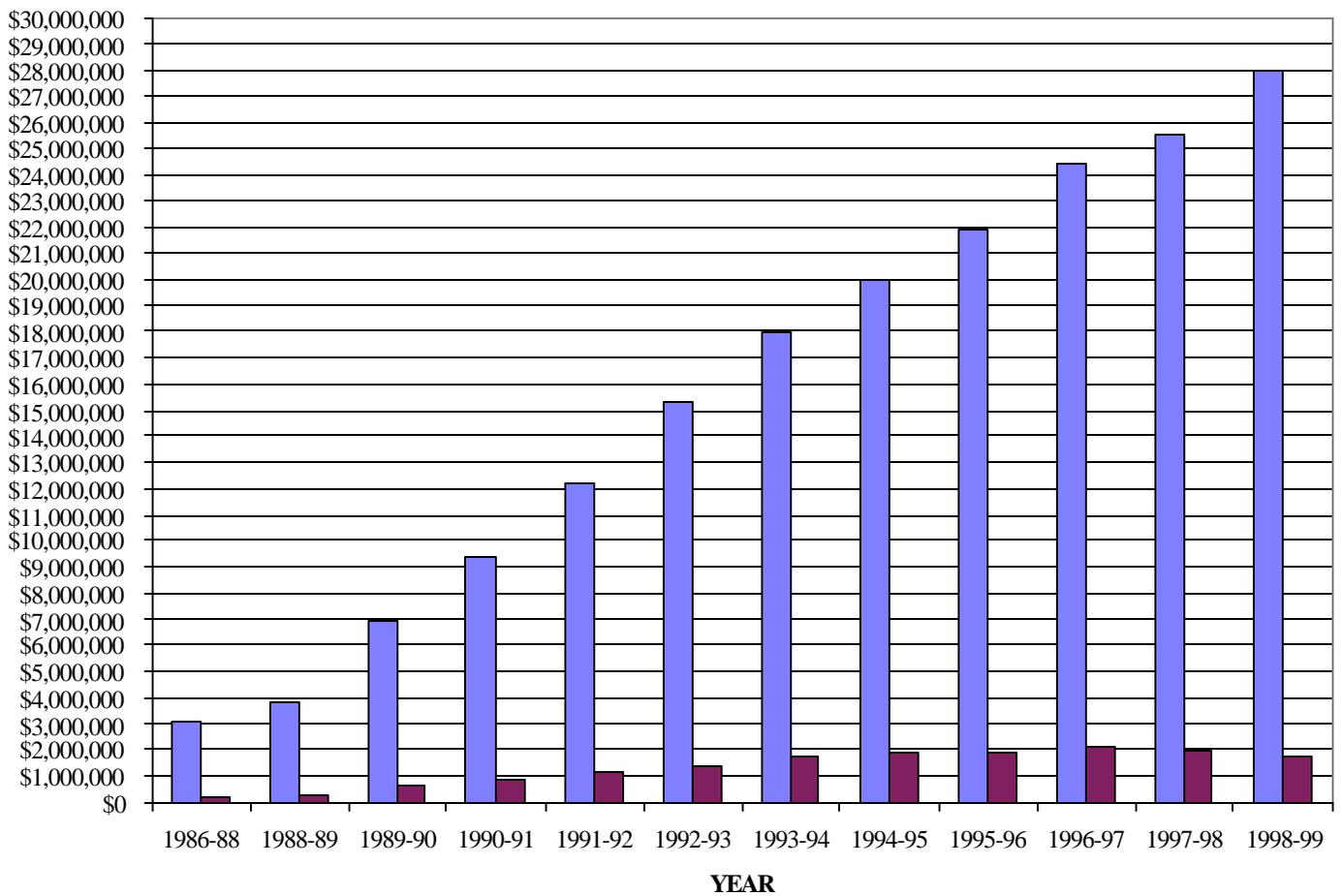
1999-2000 Objectives

- Implement additional payment options for respondents by providing preauthorized debit and debit card payment alternatives.
- Enable claimants to receive their payments electronically to their bank account, by implementing automated banking.
- Participate on the Integrated Services Dispute Resolution Models Working Group, composed of members from the Government of Canada and representatives from the provinces/territories. The Working Group will consider and develop models to provide faster, cheaper and more consensual methods for determining child support, share information regarding alternate dispute resolution mechanisms for child support, custody and access, and determine funding criteria for jurisdictions piloting innovative models or approaches.
- Enhance the automated system of the Maintenance Enforcement Office to improve the timeliness of electronic information received from the Government of Canada on garnishments and tracing requests.

DEFAULT RATE FOR AEMO
(AEMO- Automatic Enforcement of Maintenance Orders)



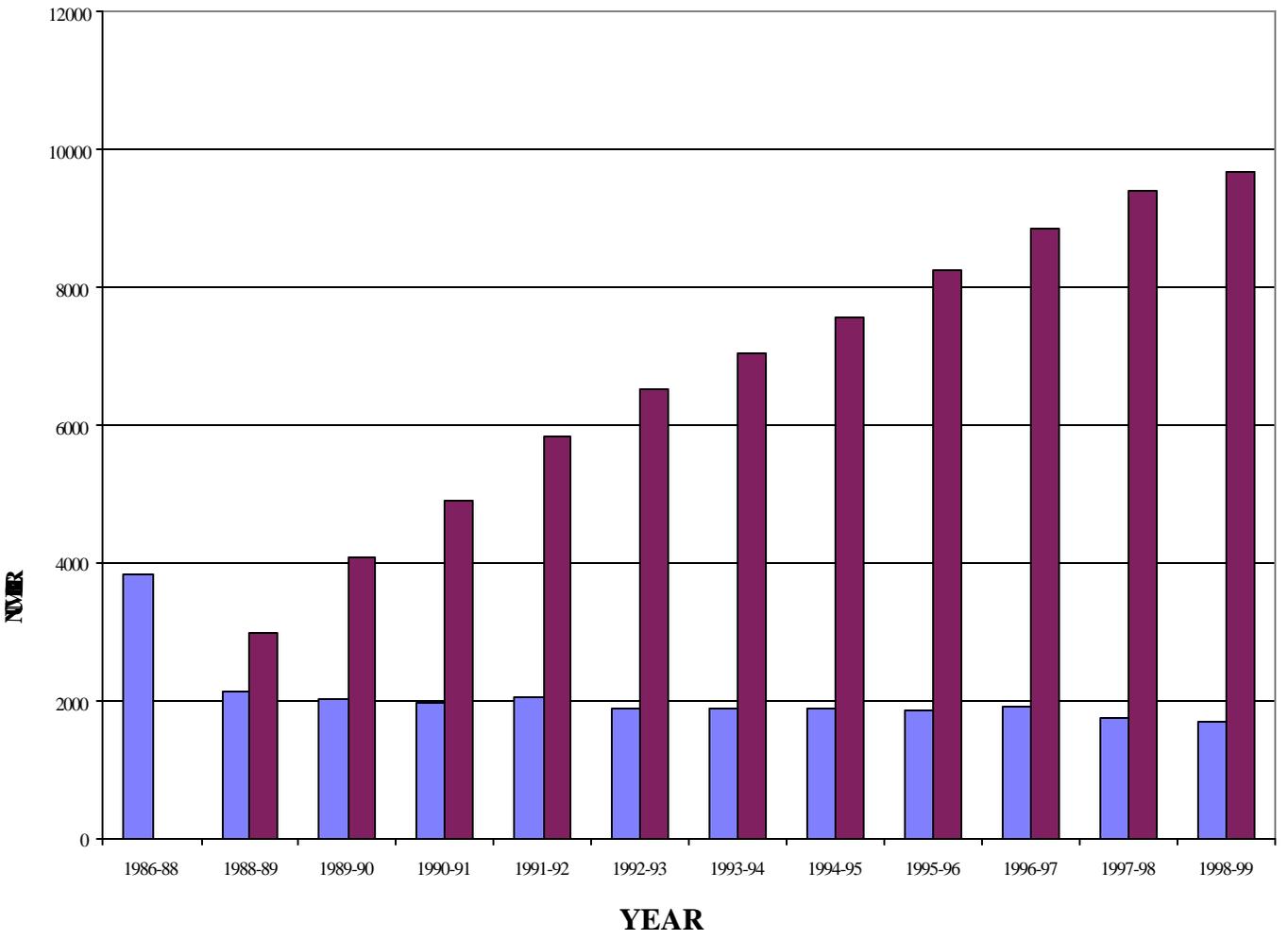
**SOCIAL ASSISTANCE PROGRAM AND TOTAL MONIES COLLECTED BY AEMO
(AEMO - Automatic Enforcement of Maintenance Orders)**



First bar (light gray) -	Total amount of money collected by AEMO
Second bar (dark gray) -	Social Assistance Program money collected by AEMO



REGISTRATIONS RECEIVED / TOTAL NUMBER OF ACTIVE AEMO CASES
(AEMO - Automatic Enforcement of Maintenance Orders)



First bar (light gray) - Registrations received that year
Second bar (dark gray) - Total number of active AEMO cases



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 the 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: \$15.731 million

FTEs: 258.7

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.

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.

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 Saskatchewan system, 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.

-
- 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 as effective and efficient manner as possible.
 - 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 SGD 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.

1998-1999 Results and Activities

- Six assurance claims were processed in 1998-1999, for a total of \$23,619. Although claims processed in 1998-1999 were the result of transactions processed in previous years, in 1998-1999, 233,259 transactions were processed.
- On average for all offices, transactions were processed in seven days or less 57 per cent of the time. Currency varied by office but was more stable and reasonable than in the previous two years. Overall, workloads decreased in 1998-1999 by four per cent, contributing to a four-year combined increase of 12 per cent.
- Efforts continued to maximize the benefits of Office Automation technology introduced in 1997-1998.

- A Customer Relations Workshop was developed and will be presented to all land titles staff early in 1999.
- 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 which would be costly and time consuming to both parties.
- The Request for Proposals to the information technology supplier sector to develop the technology component of the LAND Project was released in April 1998. The preferred supplier was selected and work began on detailed design later in the year.
- 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.
- The Organizational Planning Committee established in 1998 to address the concerns and needs of employees through the change process, is made up of representatives from land titles staff, the Saskatchewan Government Employees Union, the Public Service Commission and the Department's Human Resources Branch. The Committee has been expanded to include employee, union and human resources representatives from SPMC on behalf of Sask Geomatics Division staff.
- In September 1998, the Chief Surveyor's Office relocated to SGD space. This was the first step in the process of amalgamating the functions of the Legal Surveys Branch of SGD and the Chief Surveyor's Office, and ultimately the development of an integrated plan processing system.
- Work continued in 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. A Branch Training policy was implemented with good participation in the first year. An early deployment initiative within Sask Justice was implemented in December 1998 with three employees successfully obtaining new positions before year end.

1999-2000 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.
- Continue to 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 as effective and efficient manner as possible.
- Continue to provide an accessible, fair and timely compensation mechanism.
- Complete contract negotiations with the technology supplier for the LAND Project.
- Complete detail design and begin development of the computer system.
- Complete the draft legislation for new land titles and land surveys acts for introduction in the legislature in spring 2000.
- 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.
- Continue 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.

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 database.
- 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.

1998-1999 Activities and Results

- The staff of the Personal Property Registry maintained a 24-hour turnaround time and handled:
 - 26,746 counter transactions;
 - 8,064 faxes;
 - 34,423 phone searches; and
 - over 130,000 pieces of mail.

- Both registrations (266,992) and searches (166,762) are below the five-year average for Saskatchewan. The percentage of on-line activity has remained constant at 70 per cent for searches and 50 per cent for registrations.

- A review of the client survey identified a need for increased communication. A client newsletter has been developed to offer client user information and provide an opportunity for feedback.

- The system maintains a high level of accuracy and integrity as demonstrated by the absence of claims and systems-generated integrity errors.

- The second generation of the Client Account Management Systems (CAMS) was completed and successfully implemented in November 1998.

- Year 2000 system requirements were identified in the fall of 1998. The systems upgrade project began in January 1999 with an expected completion date of August 1999.

- Consultation with the LAND Project began in February 1999 to identify changes to the Personal Property Registry System that will allow interface with various components of the Project.

1999-2000 Objectives

- Continue to maintain the accuracy and integrity of the database with a consistent turnaround time of 24 hours.

- Promote a high level of customer service and provide an avenue for two-way communication and feedback to all clients of the Personal Property Registry.

- Complete the Year 2000 systems upgrade and testing by fall 1999 and communicate the results to all clients.

- Develop and implement a public education program for the Personal Property Registry.

- Identify systems upgrades and legislative changes required by the Personal Property Registry to allow interface with various aspects of the General Record and LAND Project.

- Promote a more efficient use of the Personal Property Registry System through marketing initiatives.

■ Corporations Branch

The mandate of the Corporations Branch is to coordinate, promote, develop, implement and enforce policies and programs of the Government of Saskatchewan that relate to the registration and regulation of business corporations, non-profit corporations, co-operatives, credit unions, other businesses and entities in Saskatchewan.

In doing so, the Branch:

- incorporates legal entities under which people can conduct business or non-profit activities;
- maintains a registry of approved names under which business is conducted for the protection of the merchant and to prevent confusion among the public;
- provides information to the public on the existence, location, ownership and control of entities; and
- enforces registration and compliance requirements.

The client groups of the Corporations Branch include:

- individuals;
- small business groups;
- corporations;
- professional groups;
- charitable organizations;
- volunteers;
- co-operative members;
- other government agencies;
- provincial counterparts; and
- federal government agencies.

1998-1999 Objectives

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

- Continue with the Branch re-engineering and systems re-development project (COBRA).

-
- Permanently establish the One Stop Business Registration System as part of the new Corporate Registry System.
 - Establish an Organizational Planning Committee to develop of strategies and recommendations that consider the needs of all staff in the implementation processes of the new Corporate Registry System.
 - Encourage and support professional and skill development for all staff.

1998-1999 Activities and Results

- Annex 606 is being developed as a pro-active approach to simplify extra-provincial registration and reporting requirements between the four western provinces. The development of this project is still in the planning stage.
- The One Stop Business Registration pilot project entered into with Economic and Co-operative Development, Finance and Workers' Compensation Board has been extended until the completion of Release 2 of Corporations Branch system redevelopment (COBRA). The One Stop Business Registration (OSBR) initiative was designed to permit a business client to attend one of several locations in the province and by completing one application have the information simultaneously sent to the specified government agencies.
- Due to budget constraints in 1999, Corporations Branch re-engineering and systems redevelopment project (COBRA) was split into two phases. Implementation of Release 1 is scheduled for September 13, 1999. Release 2 should be implemented in 2000 or 2001.
- Support for professional and skill development for all staff continues. Staff participated in the Saskatchewan Justice CBT Pilot Project. Computer Based Training is a new training and learning environment that gives students access to online courses and tests, that can be completed at the student's own pace. The pilot project was successful and CBT is available for staff who wish to continue training. In-house training was very valuable to staff before and upon implementation of the new Corporate Registry System. Training is continuing on a daily basis.
- An Organizational Planning Committee was established to advise of the needs of staff in preparation for COBRA. Staff attended "Managing Change" sessions. A skills assessment profile was established for staff to assess their skills and determine further training requirements. An office re-organization plan was established to coincide with the implementation of the new system.

1999-2000 Objectives

- Finalize the development and implementation of proposals to simplify the process with respect to extra-provincial registration and reporting requirements.
- Integrate the One-Stop Business Registration pilot in the Corporate Registry system to further enable linkages to other government databases.
- Continue with the Branch Re-Engineering and Systems Redevelopment Project (COBRA).
- Continue to encourage and support professional and skill development for all staff. The Organizational Planning Committee will continue to develop and recommend strategies that consider the needs of all staff.
- Maintain a high standard of business conduct and continue to provide efficient customer service while in the process of the Branch re-engineering and system redevelopment project.

Legislation governing Corporations Branch:

- *The Business Corporations Act* ;
- *The Business Corporations Regulations* ;
- *The Business Corporations Act Exemptions Regulations, 1981*;
- *The Business Names Registration Act*;
- *The Business Names Registration Regulations*;
- *The Non-profit Corporations Act, 1995*;
- *The Non-profit Corporations Regulations, 1997*;
- *The Co-operatives Act, 1996*;
- *The Co-operatives Regulations, 1998*;
- *The Credit Union Act, 1995*;
- *The Credit Union Act 1998 (to be proclaimed)*;
- *The Credit Union Regulations, 1999 (to be proclaimed)*;
- *The New Generation Co-operatives Act (to be proclaimed)*;
- *The New Generation Co-operatives Regulations (to be proclaimed)*;
- *The Companies Act*;
- *The Companies Winding Up Act*;
- *The Religious Societies Land Act*;
- *The Partnership Act*;
- *The Libel and Slander Act*;
- *The Family Farm Credit Act*;
- *The Names of Homes Act*; and
- *The Names of Homes Regulations*.

Corporations Branch Statistics

	1998/99	1997/98	1996/97
New business corporations incorporated and registered	3,790	4,659	5,371
New co-operatives incorporated	19	14	18
New non-profit corporations incorporated	402	344	342
New business names registered	4,149	4,687	4,810
Name availability searches	13,644	14,101	14,001
Telephone inquiries	87,013	87,366	86,308
Remote access inquiries	131,082	134,199	138,268
	1999	1998	1997
Saskatchewan business corporations on register	36,459	34,668	34,013
Extra-provincial business corporations on register	8,520	8,168	7,818
Total business corporations on register	44,979	42,839	41,831
Non-profit Saskatchewan corporations on register	5,720	5,512	5,340
Non-profit extra-provincial corporations on register	149	135	121
Total non-profit corporations on register	5,869	5,647	5,461
Total co-operatives on register	1,198	1,183	1,257
Total credit unions on register	147	152	161
Total business names on register	25,692	23,822	27,742

■ 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 incapable of managing their financial affairs;
- protecting property rights of children under 18; and
- administering the affairs of deceased persons.

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 website.

1998-1999 Activities and Results

- As of March 31, 1999, the following clients were receiving service from our Office:

Adults	1,359
Children for whom we hold funds	2,301
Children whose property rights we monitor	985
Estates of deceased persons	495
Total	5,140

- As of March 31, 1999, the Office holds assets in trust for clients in the amount of \$135.7 million.
- The annualized rate of return realized for clients with money in the Common Fund was:
 - for the six months ended September 30, 1998
12.50 per cent
 - for the six months ended March 31, 1999
13.90 per cent
 The five-year average rate of return is 11.52 per cent.
The seven-year average rate of return is 11.23 per cent.
- In July 1997, the Public Trustee began the process of developing a new information and accounting management system. It is still planned to implement a new system in 1999. Work on the system continued in 1998-99 and the new system will be in production in October 1999.

- The Public Trustee co-chaired a committee, which is developing proposals for amendments to *The Dependent Adults Act* and *The Public Trustee Act*. The work of the committee will continue in the 1999-2000 year.

- Work on the re-organization plan continued during the 1998-1999 year and will be implemented in October 1999.

- The Investment Policy was reviewed. Changes were made and the Investment Board approved an amendment to the Investment Policy in November 1998.

- Materials were prepared providing basic information regarding the Public Trustee. This information was piloted on the Queen's Printer website and will be used on the Justice website.

- Proposed regulations have been prepared that would allow the Public Trustee to allocate income to clients on a monthly basis.

1999-2000 Objectives

- Complete the development and implementation of a new accounting and information management system for the Office to be operating by October 1999.

- Negotiate an agreement with British Columbia Public Trustee wherein the Public Trustee of British Columbia would pay for the cost of developing Release 2 of the Public Trustee computer system in exchange for an ownership interest (not to exceed 50 per cent).

- Design and develop Release 2 and have it implemented by July 2000.

- Co-chair a committee to develop and propose amendments to *The Public Trustee Act* and *The Dependent Adults Act*.

- Develop amendments to *The Public Trustee Regulations* to be in place by October 1999.

- Have the Public Trustee participate in a specialized insurance plan, customized for the needs of the clients of the Public Trustee.

- Complete and implement an Office re-organization plan by October 1999.

■ 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, regulating prescribed businesses, and overseeing regulatory agencies which have been delegated authority.

Governing legislation:

- *The Agricultural Implements Act*;
- *The Auctioneers Act*;
- *The Cemeteries Act*;
- *The Collection Agents Act*;
- *The Consumer and Commercial Affairs Act*;
- *The Consumer Protection Act*;
 - *Consumer Product Warranties*
 - *Marketplace Practices*
 - *Unsolicited Goods and Credit Cards*
- *The Cost of Credit Disclosure Act*;
- *The Credit Union Act, 1985*;
- *The Direct Sellers Act*;
- *The Embalmers Act*;
- *The Guarantee Companies Securities Act*;
- *The Mortgage Brokers Act*;
- *The Motor Dealers Act*;
- *The Municipal Hail Insurance Act*;
- *The Prepaid Funeral Services Act*;
- *The Pyramid Franchises Act*;
- *The Real Estate Act*;
- *The Sale of Training Courses Act*;
- *The Saskatchewan Insurance Act*; and
- *The Trust and Loan Corporations Act, 1987*.

Client groups of the Consumer Protection Branch include:

- consumers;
- licensees, such as:
 - auctioneers;
 - collection agents;
 - training course providers;
 - direct sellers;
 - motor dealers;
 - commercial cemeteries;
 - agricultural implement dealers;
 - trust and loan companies;
 - mortgage and loan brokers;
 - insurance companies; and
 - credit reporting companies.
- self-regulatory organizations, such as:
 - Saskatchewan Real Estate Commission;
 - Prepaid Funeral Services Council;
 - General Insurance Council of Saskatchewan;
 - Life Insurance Council of Saskatchewan;

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- Hail Insurance Council of Saskatchewan;
 - Funeral Services Association;
 - Credit Union Deposit Guarantee Corporation;
 - Canadian Life and Health Insurance Compensation Corporation; and
 - Property and Casualty Insurance Compensation Corporation; and
 - trade associations, such as:
 - Insurance Bureau of Canada;
 - Canadian Life and Health Insurance Association;
 - Canadian Association of Insurance and Financial Advisors;
 - Credit Union Centrals;
 - Canadian Motor Vehicle Arbitration Plan;
 - Canadian Bankers Association;
 - Trust Companies Association;
 - New Home Builders;
 - Saskatchewan Motor Dealers Association;
 - Direct Sellers Association;
 - Canadian Association of Financial Institutions in Insurance;
 - Independent Life Agents and Brokers Association of Canada;
 - Consumers' Association of Canada;
 - Funeral Directors Association;
 - Saskatchewan Real Estate Association;
 - Auctioneers Association;
 - Prairie Implement Manufacturers Association;
 - Canada West Equipment Dealers Association;
 - Saskatchewan Urban Municipalities Association;
 - Saskatchewan Association of Rural Municipalities; and
 - Western Canada Cemeteries Association; and
 - other regulators and agencies, such as:
 - Office of the Superintendent of Financial Institutions;
 - Canada Deposit Insurance Corporation;
 - Canadian Council of Insurance Regulators;
 - Canadian Securities Administrators;
 - Saskatchewan Securities Commission;
 - Joint Forum of Financial Services Regulation;
 - Federal and provincial counterparts;
 - Phonebusters;
 - RCMP Commercial Crime; and
 - City Police.
- Work with interested business and consumer groups to develop new 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.
 - Monitor the agreement with British Columbia to classify film and video.
 - Acquire and implement an automated complaints and inquiry tracking and licensing system (CATS).
 - Proclaim new legislation and amendments to existing legislation in the following areas:
 - *The Saskatchewan Insurance Act*;
 - Insurance Councils Regulations; and
 - Real Estate Regulations.
 - Introduce new legislation and amendments to existing legislation in the following areas:
 - *The Cemeteries Act*;
 - *The Prepaid Funeral Services Act*; and
 - *The Embalmers Act*.
 - Evaluate *The Consumer Protection Act*.
 - Analyse the MacKay Report and assess the implications for Saskatchewan regarding regulation of financial services.
 - Finalize material for an internet website for the Consumer Protection Branch.
 - Participate in the CANSHARE project and website.
 - Participate in a national consumer awareness program.
 - Participate in the formation of the Joint Forum of Financial Services Regulators.

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 regulatory bodies.

1998-1999 Activities and Results

- Informed consumers and businesses regarding their marketplace rights and responsibilities by responding to 13,140 inquiries.
- Assisted consumers in resolving their disputes with businesses by handling 1,071 complaints.

- Protected consumers by licensing, bonding, auditing and inspecting regulated businesses:

- Issued 2,305 licenses with respect to 11 Acts for a total of 3,748 licenses in force.
- Conducted over 100 audits, inspections or reviews with respect to five Acts.
- Issued 174 letters of warning to businesses and assisted in the prosecution of 5 individuals with respect to 9 violations of 2 Acts.
- Paid \$205,875.14 to 266 Saskatchewan consumers as a result of bond forfeitures. Most licensing statutes require a penal bond to be posted as a condition of licensing. Thus, monetary redress is available to consumers to settle outstanding claims or otherwise provide compensation should a consumer be victimized by a seller or a seller go into bankruptcy.

- Provided administrative and policy support to the Agricultural Implements Board and the Film Classification Board.

- Reviewed and approved bylaws and heard appeals from the Insurance Councils, the Prepaid Funeral Services Council and the Real Estate Commission.

- Continued to work with motor dealers and New Home Builders industry groups on options for regulation.

- Participated with business, other provinces and the federal government in legislative harmonization initiatives including a harmonized licence application form for insurance companies.

- Monitored the agreement with British Columbia to deliver film and video classification through that province.

- Proclaimed amendments to *The Saskatchewan Insurance Act*, the Insurance Councils Regulations and the Real Estate Regulations.

- Completed an evaluation of *The Consumer Protection Act*.

- Acquired Year 2000 compliant hardware for the Branch staff.

- Commenced a systems project to implement an automated complaints and inquiry tracking and licensing system (CATS).

- Analysed the MacKay Report and provided briefing notes to the Department and Minister.

- Participated in CANSHARE.

- Participated on a national Consumer Awareness Implementation Team by distributing a “Consumer Help Book,” and supported a national loan brokers and a national telemarketing campaign.

- Attended and participated in the initial meeting of the Joint Forum as a representative of the Superintendents of Insurance.

1999-2000 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.

- Conduct a training session for staff on investigative techniques and small claims court procedures.

- 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.

- Continue to monitor and assess the British Columbia agreement on film and video classification.

- Support arrangements entered 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.

- Implement a consumer communications strategy.

- Participate in a stakeholder process to draft new *Credit Union Act* regulations.

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- Participate in drafting new standards of sound business practices for the credit union system.
 - Work with the credit union system on the development of a code of market practices, a regulatory roles agreement and a delegation agreement.
 - With respect to legislation:
 - commence work on phase 2 of reviewing *The Saskatchewan Insurance Act*;
 - enact a new *Trust and Loan Corporations Act, 1997* and regulations;
 - finalize the regulations for *The Credit Union Act, 1998* and *The Trust and Loan Act, 1997*;
 - draft additional regulations for *The Direct Sellers Act*; and
 - draft regulations and proclaim *The Cemeteries Act, 1999* and *The Funeral and Cremation Services Act*.
 - Participate in the formation and funding of a secretariat to support the initiatives of the Superintendents of Insurance form across Canada (CCIR).
 - Continue to participate in the Joint Forum of Financial Services Regulators.

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

The Pension Benefits Act, 1992 applies to employer-sponsored pension plans with Saskatchewan residents as members. The Act does not apply to certain plans established for employees of the Governments of Saskatchewan and Canada, nor does it apply to plans associated with undertakings regulated by the federal government (e.g., banks, transportation companies, broadcasting).

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.

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 50-70 actuarial valuation reports, 380 annual information returns, and 100-200 plan amendments.
- Establish a strategic plan for the Branch.
- 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.
- Negotiate a new agreement between jurisdictions regarding the supervision of plans with employees in more than one province.

1998-1999 Activities and Results

- The Branch reviewed 63 actuarial valuation reports. An actuarial valuation measures the financial position of a defined benefit pension plan and recommends prospective contribution rates.
- Defined benefit plan assets of \$5.4 billion exceeded their liabilities of \$4.9 billion, meaning the system as a whole had a surplus of almost \$500 million. Forty-six of 162 defined benefit plans had an unfunded liability. However, plans with an unfunded liability tended to be smaller. Eighty-eight per cent of plan members belonged to a plan with surplus assets. Just seven plans accounted for 91 per cent of the \$70 million in total unfunded liabilities. The Branch monitored those plans closely.
- The Branch established a strategic plan.
- Amendments to regulations to introduce more flexibility were drafted. Consultation and approval were deferred until 1999-2000.

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- Jurisdictions agreed on a process with respect to the supervision of plans with employees in more than one province.

1999-2000 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, 400 annual information returns, and 100-200 plan amendments.

- Establish performance measures.
- Participate in the establishment of a policy secretariat under the auspices of the Canadian Association of Pension Supervisory Authorities.
- Recommend amendments to *The Pension Benefits Regulations, 1993* with respect to locked in retirement accounts, life income funds and locked in retirement income funds.
- Review the regulatory requirements for defined contribution pension plans where plan members are making investment choices.

Fiscal Year	New Plans Registered	Plan Terminations Reviewed	Annual Information Returns Reviewed	Plan Amendments Registered
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
1998/99	29	20	407	235

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.

This section also includes the Communications and Public Education Branch.

Budget: \$14.013 million
FTEs: 211.3

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

■ Civil Law Division

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

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

Activities and Results

The Civil Law Division provides legal services to Government of Saskatchewan departments, agencies, boards and commissions and several 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*;
- negotiating and preparing agreements;
- preparing legal documents such as land transfers, releases, bonds, guarantees, assignments, etc.;
- 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.

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 1998 calendar year, the Civil Law Division had a total of 28,473 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.

The client group of the Policy, Planning and Evaluation Branch includes federal and provincial government departments, the research community and the information and statistics community

Relevant legislation includes *The Department of Justice Act*, *Criminal Code*, *Young Offenders Act*, *Children's Law Act* and *the Divorce Act*.

1998-1999 Objectives

- Assist the 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.

1998-1999 Activities and Results

- Through internal and interjurisdictional committees represented the Department in obtaining crime prevention funding accessible to seven communities and in establishing eight family violence programs.
- Led interdepartmental dialogue on a strategy for building safer communities.
- Continued implementation of Aboriginal and community justice evaluation strategies.
- Co-chaired an interdepartmental process to promote discussion on building resiliency for children and families. Facilitated five multi-disciplinary workshops and issued a summary report on the workshops.
- Provided statistical analysis for the Department on justice information including an annual trends report and enhanced capacity on linking crime data with geographical information systems.

1999-2000 Objectives

- Assist the government to respond to and to implement criminal law changes particularly in the area of reform of the *Young Offenders Act* and *Criminal Code* amendments relating to victims.
- Facilitate the development of national and provincial strategies on promoting resiliency for children and families experiencing divorce and separation, particularly related to custody, access and child support issues.

- Continue initiatives to actively monitor Aboriginal and community-based justice developments in Saskatchewan.
- Enhance ability to provide meaningful and timely statistical reports and analyze key trends and pressures facing the justice system in Saskatchewan.
- Assist the Department in developing an approach to performance management.

■ Communications and Public Education Branch

The Communications and Public Education Branch provides strategic communications planning and advice to the Deputy Minister, Minister and division heads to support the Department's mission, vision, values and core strategies.

The Communications and Public Education Branch:

- provides information to the media, justice stakeholders and the public;
- advises and supports the planning, creating, delivering and evaluation of information projects and communications materials such as news releases, brochures, annual reports and advertising;
- co-ordinates correspondence for the Minister; and
- provides advice to independent Boards and Commissions reporting to the Minister of Justice.

The Communications and Public Education Branch maintains and builds public awareness and support for justice policies, programs and services through:

- the development, implementation and evaluation of communications policies and strategies that support government-wide and department-specific initiatives;
- the development and implementation of media relations programs;
- the development and maintenance of the Department website;
- the co-ordination of Department publications;

- the co-ordination, researching and preparation of material such as website articles, speeches, news releases, newsletter articles, and the Department annual report; and
- organizing and executing public events, solely or in conjunction with other government departments and agencies and community-based agencies in the justice system or private sector.

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

1998-1999 Activities and Results

- 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.

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- Developed a policy dealing with Ministerial correspondence written by the various branches of the Department.
 - Developed a style guide to aid in the preparation of Ministerial and departmental correspondence.
 - Continued producing a departmental newsletter.
 - Continued to develop and update the Department's website.
 - Created a communications file network using the SARS system.
 - Incorporated all of the departmental communications functions, including Victim's Services communications, into one branch.
 - Continued production of the Victim's Services newsletter.
 - Developed and implemented the communications strategy for the fourth annual Victim's Services Week.
 - Developed a communications strategy for the Community Services Branch and produced public information materials.
 - Developed a media relations policy for Public Prosecutions and Corrections Division.

1999-2000 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 Communications Policy Manual for use by all branches of the Department.
- Continue producing a departmental newsletter.
- Continue to develop and update the Department's website.
- Develop an interactive overview of the adult criminal justice system for the Department's website.
- Update and distribute the employee orientation manual.

- Develop a media relations policy for staff of Provincial Court and Court of Queen's Bench.
- Continue production of the Victim's Services newsletter.
- Develop and implement a communications strategy for the fifth annual Victim's Services Week.
- Incorporate procurement of departmental printing into the Communications and Public Education branch.

Public Prosecutions Division

The Public Prosecutions Division acts, in a traditionally independent manner, on behalf of the Minister of Justice and Attorney General in administering justice in the province of Saskatchewan by providing legal advice, assessing criminal investigations, and prosecuting where the interest of justice so requires. It provides advice and guidance to municipal police forces in matters under investigation and to the Royal Canadian Mounted Police in its provincial policing role and other government departments and agencies.

The Division prosecutes offenses under the *Criminal Code*, the *Young Offenders Act* and provincial statutes. A few examples of current and proposed legislation that directly impact Prosecutions are: Omnibus Bill; Sentencing Bill; Gang Legislation; Production of Records in Sexual Offence Proceedings; Child Prostitution, Sex Tourism, Criminal Harassment; High Risk Offenders, and the new *Youth Criminal Justice Act* and *Victims of Crime Act*.

There are 10 regional offices across the province, as well as a head office in Regina.

1998-1999 Objectives

- Public Prosecutions will continue to address the concerns raised in *The Operation Audit of the Public Prosecutions*.
- Establish Economic Crime Units in both Regina and Saskatoon.
- Obtain three additional prosecutor positions to be assigned to Crown offices in northern Saskatchewan communities.
- Obtain six additional support staff positions.

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- Obtain equipment requirements for the Justice Automated Information Network (JAIN); continue to access the Criminal Law Automated Search System (CLASS) through the Internet; and locate QuickLaw terminals in Regina and Saskatoon.

1998-1999 Activities and Results

- Economic Crime Units were formally established and staffed in both the Regina and Saskatoon Regional Offices.
- Additional prosecutor positions and appropriate support staff were assigned to the northern Saskatchewan communities of Meadow Lake, La Ronge and Melfort.
- Six new support staff FTEs were added to the staff complement to handle the current workload. These positions were located in the Regina (2), Saskatoon (2), Prince Albert (1) and North Battleford (1) offices.
- Five prosecution offices received new printers to assist with work produced by the Justice Automated Information Network (JAIN) and Prosecutions continues to have input, and access to the Criminal Law Automated Search System (CLASS) through the Internet. The process of locating QuickLaw terminals in Regina and Saskatoon was halted as further investigation of the usefulness of the system to prosecutors was required.
- Three additional prosecutors were added to the staff complement and assigned to the Serious and Habitual Offender Comprehensive Action Program (SHOCAP) in the cities of Regina, Saskatchewan and Prince Albert. The program facilitates targeting and holding repeat offenders under 25 years of age accountable for their crimes.

1999-2000 Goals and Objectives

- To assist Social Services regarding housing of young offenders arrested on weekends in Saskatoon, Prosecutions will develop a plan whereby Crown Counsel would attend hearings on weekends to decide whether or not young people could be released on bail.
- Replace data application system that is not Y2K compliant. This system is located in Head Office and provides an electronic file key for the various types of files that are administered by this office for the Public Prosecutions Division.

- Replace or upgrade computers that are not Y2K compliant.
- Implement automated legal research through the installation of the Carswell Criminal Law Partner CD package. This package should be available to all prosecutors in all offices.
- In conjunction with other Attorneys General in the western provinces develop a training course for junior prosecutors. The course(s) should cover a variety of issues such as the role of the prosecutor, the proper exercise of Crown discretion, advocacy skills, proper relations with victims, witnesses and police, etc.
- Complete implementation of Martin & Wilson recommendations included in the *Operational Audit of the Public Prosecutions Division*. This would include increasing both Crown Counsel and support staff positions and obtaining a training co-ordinator to address issues related to Prosecutions training needs.
- Between 1996 (release of Martin & Wilson report) and 1999, the number of charges handled by Prosecutions on an annual basis increased by 43 per cent. To achieve the workload level, as recommended in the Martin & Wilson report, Prosecutions needs to hire additional prosecutorial staff to deal with the increased charges.
- Increase staff complement to meet the additional demands placed on Public Prosecutions by new legislation (i.e. changes to the sentencing provisions in the *Criminal Code of Canada*, implementation of new *Youth Criminal Justice Act* and *Victims of Crime Act*.)

■ 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 Instruments 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.

■ Constitutional Law Branch

The Constitutional Law Branch provides legal advice on all constitutional matters affecting the Government of Saskatchewan.

Lawyers from this Branch represent the Attorney General for Saskatchewan before all courts in the province and the Supreme Court of Canada in both civil and criminal proceedings raising constitutional issues.

As well, this Branch provides legal and policy advice in constitutional, Aboriginal, human rights, intergovernmental and international trade law issues. Its function is to ensure that governmental actions and provincial legislation comport with the Constitution of Canada.

The governing legislation of the Constitutional Law Branch includes:

- *The Department of Justice Act;*
- *The Constitutional Questions Act; and*
- *the Criminal Code.*

Client groups include Executive Council and all government departments, agencies and Crown Corporations.

1998-1999 Objectives

- Assist the government to achieve its policy objectives by providing legal 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.

1998-1999 Activities and Results

- Provided legal advice to all government departments on questions of constitutional and human rights law and served as legal 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*.
- Advised the government on constitutional reform issues and on the implications of recent constitutional developments respecting the division of powers and the Charter, including the government's response to the decision of the Supreme Court of Canada in *Re Eurig Estate* respecting the legitimacy of provincial levies.
- 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 advice to the government respecting on-going self-government negotiations with the Meadow Lake Tribal Council, and treaty land entitlement negotiations with various Saskatchewan First Nations.
- Provided legal and policy advice to government respecting *The Saskatchewan Human Rights Code*.
- Provided legal and policy advice to government on issues pertaining to international trade such as the cattle countervailing and Antidumping disputes with the United States.
- Provided legal and policy advice to government on national trade issues arising from the Social Union Framework Agreement and the labour mobility regulations in the Agreement for Internal Trade.
- Participated in interjurisdictional and intergovernmental fora on various legal issues of mutual concern.

1999-2000 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.

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

■ Legislative Drafting Branch

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 and regulations on the instructions of the Legislative Instruments Committee. Branch staff serve as advisers to the Legislative Instruments Committee 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*.

Client groups include Executive Council, the Legislative Assembly and all government departments, agencies and Crown corporations.

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.

1998-1999 Activities and Results

- Drafted government bills and regulations based on drafting instructions prepared by government departments and agencies and approved by the Legislative Instruments Committee.
- Attended meetings of the Legislative Instruments 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.

1999-2000 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.

■ Legislative Services Branch

The Legislative Services 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.

It serves as counsel to the Legislative Instruments Committee 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 and civil justice issues.

The governing legislation of the Legislative Services Branch is *The Department of Justice Act*. Client groups include Executive Council and all government departments, agencies and Crown corporations.

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.

1998-1999 Activities and Results

- 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 1998-1999 include:
 - chaired the Legislation Working Committee on Guardianship and Financial Abuse;
 - developed a new *Cemeteries Act* and *Funeral and Cremation Services Act* through extensive government, industry and consumer consultations;
 - prepared *The Land Information Services Facilitation Act* to remove statutory impediments to the creation of a Crown corporation to facilitate the timely development of the land titles automation project;
 - developed a new *Coroners Act* to update and clarify the rules respecting deaths that must be reported to a coroner, investigation procedures and inquest procedures; and
 - developed *The New Generation Co-operatives Act* to provide for the establishment of new co-operative entities engaged in production, processing or marketing of agricultural products.
- 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 participates in 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. The Branch co-chairs the committee dealing with enforcement of collection agency legislation, with a view to harmonization.

- Co-ordinated the Department's 10-year plan for implementing the government's Regulatory Reform Initiative.
- Worked with the Legislative Drafting Branch on the preparation and enactment of bilingual Acts and regulations.
- Worked 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.
- Chaired a committee of the Civil Section of the Uniform Law Conference of Canada which is preparing a model Act to address the issue of exigibility of RRSPs.
- Chaired the Commercial Law Strategy of the Uniform Law Conference of Canada.
- Worked with the credit union system on planning for the implementation of *The Credit Union Act, 1998*.

1999-2000 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 regulations under the new *Cemeteries Act* and *Funeral and Cremation Services Act*.
- 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 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.
- Continue to consult with life-interest developers and consumer and community groups on issues with respect to life-interest housing.

■ Queen's Printer

On behalf of the Government of Saskatchewan, the Queen's Printer publishes and distributes to the public all 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)
- Private Acts;
- bound annual statutes; and
- the complete set as well as practice-specific sets of the consolidated *Statutes of Saskatchewan* and *Regulations of Saskatchewan*.

Under the authority of the Minister of Justice and the Lieutenant Governor in Council, and subject to *The Queen's Printer's Act* and *The Queen's Printer's Fees Regulations*, the Queen's Printer operates as a retail business with 9.0 FTEs through a revolving fund, and sells its legislative publications and services in order to achieve the fund's break-even mandate. The Queen's Printer is self-funded through revenue generated from sales.

The main subscriber base includes:

- oil and gas companies;
- law offices;
- universities; and
- federal/provincial/municipal governments and Saskatchewan health and school districts.

1998-1999 Objectives

- Continue improving and expanding the Queen's Printer Electronic Subscription Service (QUESS).
- Continue with office automation and private sector partnering.
- Make legislation more widely accessible.
- Work with other government and private agencies to ensure consistent legislative information is distributed to the public.

1998-1999 Activities and Results

- A project to consolidate and edit all remaining in force Private Acts was started, to be completed in the 1999-2000 fiscal year.
- The Branch set up and staffed a demonstration booth to demonstrate QUESS and paper products (loose-leaf publications, bound volumes and pamphlet Acts and regulations) at the following conferences:
 - SUMA (Saskatchewan Urban Municipalities Association);
 - Connecting Canadians Conference; and
 - Saskatchewan Trial Lawyers Association.
- The Branch facilitated free access to QUESS for the University of Saskatchewan College of Law faculty and students.
- The Branch contributed 1.0 FTE to work with Justice Communications and Public Education Branch to establish a departmental Internet site, and worked with a number of departments and private organizations such as Department of Labour, Department of Social Services, Human Rights Commission, and the Saskatchewan Archaeological Society to set up links to the legislation governing those agencies from their own websites or intranets.
- Group subscription rates to QUESS were introduced as a subscription incentive to larger organizations, such as government departments, oil companies and law firms.

- Digital print technology replaced analogue print technology within the Branch so that operational costs would be decreased and so that communication with private print suppliers would be electronic.

1999-2000 Objectives

- Continue improving and expanding QUESS by adding historical legislation and finishing the Private Act consolidations.
- Expand and improve access for all citizens to all Government of Saskatchewan legislation through public training sessions and by working with private organizations such as Saskatchewan Public Libraries and Communilink (representing SARM and SUMA).
- Complete automation of the printing function through improving finishing equipment.
- Upgrade the Branch's computer technology in line with increased demand from clients for faster service.

Subscriptions to Publication/Service	1997-1998	1998-1999
Sask Gazette	660	610
LL Statutes	320	320
LL Regulations	124	124
QUESS (# of passwords)	480	830

Queen's Printer Budget

	1997/98	1998/99
Revenue	\$1,098,024	\$851,537
Cost of Goods Sold	\$612,083	\$420,420
Gross Profit	\$485,941	\$431,117
Administrative Expenses	\$454,955	\$455,422
Net Profit/Loss	\$30,986	(\$24,305)

Administration, Accommodation and Central Services

Administrative services were provided by three branches in the Department's Finance and Administration Division:

- the Administrative Services Branch;
- the Human Resources Branch; and
- the Systems Services Branch.

Accommodation and central services were provided by the Administrative Services Branch. Services included space and property management, records management and overseeing mail services.

The following is the total budget provided for administrative services and for the Office of the Minister and the Office of the Deputy Minister in 1998-1999:

Budget: \$5.371 million
FTEs: 76.5

The budget for Accommodation and Central Services was \$14.407 million in 1998-1999.

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

Finance and Administration Division 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 which report to the Minister of Justice.

Administrative Services Branch

The Administrative Services Branch delivers the following services:

- financial management advice;
- budget co-ordination and forecasting;
- revenue and expense accounting;
- internal audit;
- records management; and,
- property management, mail services and vehicle co-ordination.

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.

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 building maintenance systems, security systems and operating equipment.

1998-1999 Activities and Results

- The accounting unit's post-audit error rate was 1.5 per cent in 1998-1999, comparing favourably with the government's accepted error rate of 4 per cent.
- Completed 19 internal audits to assist senior management in ensuring the financial integrity of departmental 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.
- Continued to work with the program branches and the Provincial Comptroller's Office to ensure appropriate financial controls are in place in redesigned systems. These efforts will continue into 1999-2000 for projects such as the Corporations system, the Public Trustee system and the Consumer Protection system.

- In partnership with the program divisions and the Boards and Commissions, the support services unit co-ordinated major office renovation and/or relocation projects including the expansion of the Meadow Lake Provincial Court, the re-opening of the White Gull Correctional Camp and support for the Land Titles automation project. 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.

- In January 1999, a pilot program was introduced for using credit cards to pay for small dollar value purchases. Ten employees in four programs participate in the purchase card pilot. An evaluation will be conducted in 1999-2000 to determine if the purchase card program should be expanded.

- Commenced a two-year project to ensure all computer hardware, software and equipment used in the Branch is Year 2000 compliant. The support services unit is also a member of a Department-wide team which is working to ensure the Department is prepared for Year 2000.

- 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, 124 personal and 460 general applications were received in 1998-1999, as compared to 102 personal and 458 general applications in 1997-1998.

1999-2000 Objectives

- Continue to provide high quality and cost-effective administrative services to the Department and associated Boards and Commissions.

- Complete the installation of Year 2000 compliant computers and application systems in the Administrative Services Branch and continue to provide assistance to the Department in addressing Year 2000 concerns.

- Ensure appropriate financial controls are in place in new and redesigned systems and ensure the systems have been approved by the Provincial Comptrollers Office.

- Provide leadership and support for relocation/renovation and capital projects.

- Update the Freedom of Information and Protection of Privacy access directory.

Human Resources Branch

Under the authority of *The Public Service Act*, the Human Resources Branch provides proactive, value-added consultative and administrative services that meet the human resource needs and expectations of the organization.

Primary services include:

Strategic Human Resource Management:

- facilitate the development of a human resource plan that supports the Department's strategic plan;
- interpret, assess impact and facilitate the implementation and maintenance of corporate policy (i.e. staffing, learning and development, classification, performance management, occupational health and safety, employment equity, labour relations, payroll); and
- represent Department interests in the development of corporate policy.

Human Resource Policy Administration:

- provide support to the Department in the co-ordination of corporate human resource programs, including employment equity, performance management, employee and family assistance, staffing, learning and development, classification, labour relations;
- provide central support to the co-ordination of Department learning initiatives;
- administer the Department HR resource centre;
- administer and deliver payroll services to the Department;
- maintain central personnel records;
- provide central support to the Department Internet Personnel System (IPS); and
- facilitate and provide expertise in the development of Department human resource policies and letters of understanding.

Organizational Change and Development:

- provide expertise and facilitate organizational development initiatives that address human resource issues and needs at an individual, team, branch/divisional or department level (i.e. gather data and assess possible direction in which changes can be made; feedback data for group or individual to prioritize needs and plan and implement; evaluate and track progress);
- provide expertise on workplace relations policy and practice, and facilitate the resolution of workplace conflict and promote a collaborative problem solving approach;

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- provide consultative services in the planning and implementation of organizational change and employee transition;
 - provide expertise and facilitate the planning and implementation of organizational learning and development. 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.

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 within 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.
- Begin 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.
- Begin 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 Services Branch, pilot computer-based training.
- Continue to implement and support the core competency staffing model.
- Participate in the planning, decision making and advise on organizational and human resource issues flowing from change initiative with Land Titles, Public Trustee, Corporations, Corrections, Consumer Protection and Court branches.

1998-1999 Activities and Results

- Developed and implemented business lines and a new branch structure consistent with corporate Human Resource transformation which will meet the future Human Resource needs of the Department.
- Analysed the impact and co-ordinated and supported the implementation of the new SGEU Collective Agreement.
- Expanded the decentralization of the Intranet Personnel System (IPS) to branches of the Department who had technical capabilities to implement IPS.
- Continued to support the Department's objectives to enhance and maintain the quality of work life for employees.
- Continued to provide support to initiatives associated with corporate Human Resource transformation initiatives and provide leadership to ensure the Department's needs are represented and reflected.
- Conducted a Human Resource Branch process improvement review to ensure the efficiency of departmental human resource processes.
- Continued to participate in and co-ordinate the scope review in the Department.
- Continued to support employees and line managers with appeals relating to the new classification plan.

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- Continued to move authority for human resource management decisions to departmental managers.
 - Piloted computer-based training in the Department and recommended its ongoing use.
 - Continued to implement and support the core competency staffing model by continuing to provide educational sessions to departmental managers and supervisors.
 - Continued to 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.

1999-2000 Objectives

Human Resource Administration:

Provide accurate information and efficient services to employees on human resource policies and programs by providing advice, expertise, support and direction in the delivery, co-ordination and administration of human resource policies, programs and services, including payroll, human resource records and entitlements, staffing, classification, employment equity, learning and staff and organizational development, benefit administration, labour relations, performance management, and human resource policy and letter of understanding development.

Provide information and services to enable management to make effective human resource decisions by:

- co-ordinating, analysing and supporting the implementation of the new collective agreement;
- continuing responsibility for the Intranet Personnel System including support to users and ongoing training;
- co-ordinating, analysing, disseminating and supporting the new *Public Service Act and Regulations*;
- leading, co-ordinating and implementing the scope review; and
- leading, co-ordinating and implementing the new classification plan.

Organizational Change and Development:

Provide services designed to enhance the skills of employees and managers to meet the changing needs of the Department by:

- helping management with the identification of employee and management development needs;

- finalizing the long-term plan for computer-based training and provide end user support;
- managing the transformation/transfer of Justice employees to/from other organizations; and
- providing expertise/consultative services in the development of learning strategies for Department employees to address Justice program related needs.

Strategic Human Resource Management:

Ensure human resource services and priorities are aligned with departmental direction by:

- continuing the re-organization of the Human Resources Branch;
- identifying and providing support in addressing future human resource trends;
- representing and advocating for departmental interests in corporate human resource transformation, policies, issues, programs and planning; and
- continuing the delegation of the human resource authority initiative.

■ Systems Services Branch

The Systems Services Branch provides support and direction to Saskatchewan Justice 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;
- application support services for the applications used by branches of the Department;
- 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.

All branches and divisions of the Department are clients. Some Boards and Commissions that fall under the Minister of Justice utilize portions of the services of the branch.

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.
- Complete 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 interjurisdictional system for consumer complaint tracking.

1998-1999 Activities and Results

- Completed Year 2000 testing of the Department's 39 business applications and made modifications as required to make them compliant.
- Established a formal IT security framework for the Department.
- Completed 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.

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

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

- Developed a high level technical architecture for the Department.

- Installed approximately 323 personal computers.

- Answered 13,582 Help Desk phone calls with an abandonment rate of 3.7 per cent.

- Provided system availability of 99.6 per cent during business hours.

- Evaluated a proposed interjurisdictional system for consumer complaint tracking and purchased the system.

1999-2000 Objectives

- Complete implementation of the new systems for Corporations Branch and the Office of the Public Trustee.
- Complete implementation of the new consumer complaint tracking system including interface to national tracking system.
- Complete implementation of the new Saskatchewan Human Rights Commission system.
- Install a new anti-virus system on all Department computers.
- In co-operation with the Communications and Public Education Branch, develop a Security Awareness Program for Department staff.
- Install approximately 200 personal computers in the Department.
- 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.
- Complete evaluation and Year 2000 compliancy work on every desktop computer and every server in the Department.

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: \$14.691 million

FTEs: 77.2

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 stakeholders involved in the farm machinery industry. The staff of the Consumer Protection Branch provide policy, administrative and investigative support, as required.

1998-1999 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.

1998-1999 Activities and Results

- During 1998/1999, 108 distributors (representing 240 manufacturers) were registered in Saskatchewan. There were 480 dealers licensed and 10 dealer licenses were terminated during the year. A total of 51 written complaints regarding agricultural implements were received from farmers, dealers and distributors.
- The Board 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.

1999-2000 Objectives

- Provide farmers an alternative to the Court System to address financial losses resulting from equipment problems.
- Work with government, farm machinery associations and farmer 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 governing legislation includes:

- *The Saskatchewan Farm Security Act;*
- *The Farm Land Lease-back Regulations; and*
- *The Public Inquiries Act.*

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.
- Implementing the next phase of the Board's restructuring plan to accommodate the winding down of the Board and the Leaseback Program.
- Finalizing and implementing the Board's action plan to address the concerns of leaseback participants exiting the program.

1998-1999 Activities and Results

Dispute resolution objectives were met for the 1998-1999 fiscal year as determined by the Board's hearing activity.

The Board received 21 hearing applications. Of the applications received, nine 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 20 per cent of hearing applications and contributed to a reduction in hearing expenses.

All remaining applications resulted in arbitration hearings in the 1998/1999 fiscal year.

A total of 15 hearings were held including six hearings that were pending as of the end of 1997-1998. Less than 25 per cent of the proceedings involved the use of legal counsel or expert witnesses and hearings generally occurred within three-to-four 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 1998-1999 fiscal year as determined by notice content and activity. Board order follow-up and compliance monitoring indicated an overall decline in compliance concerns by 15 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. Preliminary steps were taken to expand the information service with the assistance of the Law Society of Saskatchewan through the development of a proposal to provide Internet access to Board orders via the Law Society Libraries.

The second 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 1998-1999 with a significant budget reduction. The plan involves a further series of budgetary and staffing reductions throughout the winding down period.

The Board finalized an action plan to provide leaseback participants with resource information to assist participants with the planning process concerning the expiry of their leaseback eligibility. The plan involved the compilation and distribution of a resource directory. The plan was implemented in the 1998-1999 fiscal year with the assistance of the Farm Stress Unit and the Collections, Taxes and Leaseback Division of Saskatchewan Agriculture and Food and with the co-operation of Agriculture and Agri-Food Canada's Farm Consultation Service.

1999-2000 Goals and 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 15 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 300 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
 - continuing the expansion of the information service with respect to leaseback matters by finalizing Internet access to Board orders.
- Implement the next phase of the Board's restructuring plan to accommodate the winding down of the Board and the Leaseback Program.
- Develop a preliminary program evaluation and final report framework for the Leaseback 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 and Video Classification Act requires 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 169 theatrical films and 215 trailers were classified during the period April 1, 1998 to March 31, 1999. As well, 83 films were classified by documentation. 875 adult video titles were classified during this period and 40 were not approved.

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*

April 1, 1998 to March 31, 1999

Category	Films	Videos
General	23	0
PG	71	0
14A	56	0
18A	19	0
Restricted	0	0
Adult	n/a	875
Not Approved	0	40
Doc.	83	n/a
Trailers	215	n/a

Provincial Mediation Board and Office of the Rentalsman

The Provincial Mediation Board helps individuals with personal debt problems by reviewing their financial situation, providing them with directions and explaining the available options to resolve their situation. The Board may arrange repayment plans with creditors. The Board is also involved in arranging repayment plans for property tax arrears and in giving advice on residential foreclosure procedures.

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

The Office of the Rentalsman provides information to landlords and tenants about residential tenancy rights and obligations. It adjudicates disputes between landlords and tenants. Residential landlords and tenants may use the dispute resolution services. The public is invited to access the office for information.

Provincial Mediation Board

1998-1999 Objectives

- Increase the number of debt repayment arrangements by 10 per cent.
- Have 50 per cent of all closed debt repayment files be due to successful repayment of the proposal.

1998-1999 Activities and Results

- There was a decrease in the number of debt mediation files opened. It appeared that more people were directed towards self-help remedies and on the other extreme, bankruptcy.
- Only 27 per cent of closed debt mediation files were due to successful payment of the plan.

1999-2000 Objectives

- Provide seminars in Regina and Saskatoon to the credit industry and employee assistance providers to inform them of the debt mediation program.
- Increase the number of debt proposals by 10 per cent.
- Have 40 per cent of closed cases due to payment in full.

Office of the Rentalsman

1998-1999 Objectives

- Have 80 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 disposition of held funds within 55 days.
- Have resident hearing officers in Moose Jaw, Prince Albert and North Battleford. Hold hearings regularly in La Ronge, Meadow Lake, Lloydminster and Melfort.

1998-1999 Activities and Results

- At least 80 per cent of all cases are scheduled within 35 days of application.

- Seventy-two per cent of all decisions were rendered within 55 days of the hearing.

- There were resident hearing officers in Moose Jaw, Prince Albert and North Battleford. The Moose Jaw hearing officer recently moved. Regular hearing dates were scheduled in La Ronge, Meadow Lake, Lloydminster and Melfort with mixed success.

1999-2000 Objectives

- Continue to schedule 80 per cent of all cases within 35 days of application and have 80 per cent of all decisions rendered within 55 days of the hearing.

- Liaise more effectively with the landlord and tenant communities.

- Manage to provide consistent services to an increasing hearing load without any increases to operating costs.

**Provincial Mediation Board
1998-1999 Statistics**

	1998/99	1997/98	1996/97
Notices of Mortgage Foreclosure/ Cancellation of Agreement for Sale	620	556	609
Tax Enforcement Applications	703	623	711
Debt Mediation Files Opened	213	233	235
Files Active at Year End	381	373	386
Payments Received from Debtors for Creditors	\$930,460	\$977,219	\$899,000
Administrative Levy for Province from Debt Mediation	\$115,729	\$91,784	\$77,445
Tax Enforcement Fees	\$16,320	\$2,200	n/a

**Rentalsman Statistics
1998/1999**

	1998/1999	1997/1998 Note: Legislative changes were made Oct. 1/97	1996/1997
Total Applications	7,855	3,611 1,125 (April-Sept/97) 2,486 (Oct/97-Mar/98)	2,071
Number of Security Deposit Applications Total	4,652	1,005 154 (April/97-Sept/97) 851 (Oct/97)	303
Fees Total	\$147,420	\$68,620 \$22,500 (Apr.-Sept/97) \$46,120 (Oct/97-Mar/98)	\$41,420
Security Deposit Applications			
Completed within 55 days	2,960	754 (Oct/97-Mar/98)	n/a
Not completed in 55 days	1,486	570 (Oct/97-Mar/98)	n/a
All Other Applications			
Completed within 55 days	2,409	661	n/a
Not completed in 55 days	619	246	n/a

■ 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 Saskatchewan Securities Commission client groups include:

- investors;
- dealers and salespersons who sell securities (registrants);
- companies that issue securities (issuers); and
- lawyers and accountants who act for registrants and issuers.

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 jurisdictions with the Canadian Securities Administrators (CSA).
- 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 the national System for Electronic Document Analysis and Retrieval (SEDAR) and SMS.

1998-1999 Activities and Results

- Permanent registration system and National Registration System is on hold pending implementation in other CSA jurisdictions.
- Completed job assignment form for new compliance officer and began classification process.
- Implemented mutual reliance system for prospectuses with other CSA jurisdictions.
- New mutual fund disclosure system is awaiting implementation in other CSA jurisdictions.
- National Application System is in operation.
- Sixty per cent of local policies with mandatory provisions were reformulated into Commission regulations and published for comment.
- Trained staff on new National Instruments as they came into force.
- Began to reformulate Deposit Agent Rules into Commission regulations.

- The take-over bid provisions of *The Securities Act, 1988* were amended. Provisions imposing civil liability for continuous disclosure are being developed with other CSA jurisdictions.

C Examined implications of self-funding and developed a proposal for self-funding for the Commission.

- Tested the Securities Management System (SMS) and determined that it is Year 2000 compliant.
- Investigated the link between the national System for Electronic Document Analysis and Retrieval (SEDAR) and SMS. Decided that we need to adopt Alberta Securities Commission Information System to replace the outdated SMS and also provide a link with SEDAR.
- Continued core functions as summarized in chart below.

1999-2000 Objectives

- Continue the Commission's core functions including registration, prospectus review, exemption applications, continuous disclosure and enforcement.
- Implement continuous registration system and Mutual Reliance Review System for Registration.

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

- Priorize enforcement files to deal with increase in number of complaints by properly allocating enforcement branch resources.

- Review contents of Monthly Bulletin and plan to publish on a Commission website.

- Plan for a Commission website.

- Complete reformulating local policies into Commission regulations.

- Complete the reformulation of the Deposit Agent Rules.

- Move forward a proposal for Treasury Board Crown status for the Commission.

- Implement the Alberta Securities Commission Information System to replace the Securities Management System.

- Contribute the development of national securities laws by continuing to participate on CSA committees.

	1998/99	1997/98	1996/97	1995/96
Initial registration and renewal of companies				
New applications	25	36	46	31
Terminations	15	19	1	4
Registered at year end	263	268	254	209
Initial registration and renewal of individuals				
New applications	1,559	1,797	1,356	1,219
Terminations	1,091	826	576	867
Registered at year end	5,647	4,963	4,714	3,934
Review and issue receipts for selling documents of Saskatchewan issuers				
Renewal simplified prospectus	3	2	0	2
Regular prospectus	7	10	15	14
Short form prospectus	5	2	1	2
Exchange offering prospectus	1	4	3	2
Amended prospectus	6	2	2	5
Offering memoranda	0	2	6	11
Community bond corporation expression of interest offering memoranda	2	2	7	12

	1998/99	1997/98	1996/95	1995/96
Issue receipts for selling documents of non-Saskatchewan issuers reviewed in other jurisdictions				
Renewal simplified prospectus	103	97	81	99
Short-form prospectus	162	226	198	145
Amended prospectus	103	11	18	23
Regular prospectus	203	262	267	129
Receive continuous disclosure documents from companies				
Insider trading reports	522	1,372	1,203	592
Annual financial statements	2,523	2,274	1,777	1,959
Interim financial statements	5,187	4,763	3,844	3,873
Proxy/information circulars	65*	109*	905	968
Material change reports	46*	433*	1,190	940
Annual information forms	2,019	1,912	1,593	1,365
Deal with applications for exemption				
Applications granted, approved or filed	1,041	831	669	512
Applications withdrawn	212	73	35	118
Applications denied	1	1	0	1
Investigate investor complaints and take enforcement action where necessary				
Filed opened	69	95	91	110
Filed closed	75	119	105	125
Obtained agreement and undertaking	2	5	2	1
Conducted examination under oath	38	45	13	15
Issued freeze order	0	1	0	3
Conducted hearing	3	0	2	1
Issued investigation order	14	9	11	11
Issued temporary cease trade order	13	2	10	7
Issued extending/permanent cease trade order	12	1	9	5
Issued order removing exemptions	0	1	3	2

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