MINUTES
of the
FIFTH MEETING
of the
BOARD OF GOVERNORS
of the
OTTAWA ASSOCIATION FOR THE ADVANCEMENT OF LEARNING (Inc.)

DATE: January 26, 1944.

PLACE: Chateau Laurier.

PRESENT: Dr. H. M. Tory, Mr. W. M. Connor, Mr. E. J. Jenkins, Mrs. Norman Robertson, Mr. H. S. Southam, Col. C. M. Edwards, Mr. T. R. Montgomery, Mr. C. C. Gibson, and also Mr. L. W. Shaw on invitation.

MINUTES: The Minutes of the last meeting were read and approved.

TOWN PLANNING: The President reported that the new course in Town Planning had started and was going quite successfully. There were 32 registered students. This course is regarded as an Extension Course and the members will be added to those already in the Department of Extension.

REGISTRATION: The President reported on the registrations to date as follows:

(a) Number registered for courses leading to a degree who have stated that they hope to secure a degree (Russian courses included) 222

(b) Others registered for such courses who have not stated that they are interested in securing a degree (Russian courses included) 332

(c) Number registering for Chinese and Japanese 39
(d) Number registered in Extension Courses (Child Psychology, Labour Relations and Town and Regional Planning)

(e) Number registered in the seven (7) Courses under the Institute of Public Administration

Total Registration

The above figures constitute the total registration. Already a number of students have retired, and doubtless more will retire after the examination results for January are known. The comparative figures, in Carleton College only, for last year were 745. The President also reported that an analytical study of the enrolment, such as was made by Dr. Robbins last year, was being prepared by Mr. Shaw.

FINANCES:

The President stated that the balance in the bank at the end of December was $8,206.63, and that we were issuing bills for the fees for the second half of the College year.

MEETING OF DIRECTORATE:

The President reported that he had held a meeting of the members of the Directorate of the Institute of Public Administration for the purpose of discussing the courses now being given and the possibility of additional courses for next year. He stated that a list of courses, shown below, had been prepared by Dr. Robbins and had been under the consideration of the Committee. The suggestions had been carefully considered, and members of the Directorate had promised to give further study to them, the object being to be able to have a certain number of courses which could be taken to give a certificate that would be helpful to those in the Government service. He stated that a very favourable change had taken place in the Committee with regard to the possibility of such courses.
A year ago some doubt had been expressed as to their value, but at the meeting mentioned above there was a unanimous opinion that a substantial service was being rendered to the Government Departments.

The courses above mentioned are as follows:

**Public Finance and Accounting**

1. The Mechanics of Public Finance; i.e., approximately the course offered as Advanced Accounting in 1943-44.


**Statistics**

1. Statistical Services. A survey course reviewing the development of government statistics in Canada and their present status, with some reference to the practice in other countries.

2. Statistical Methods. The techniques of statistical analysis. Approximately the course offered in 1943-44.

**Personnel Problems**

1. Principles of Civil Service Organization. A study primarily of the origins and operations of the Civil Service Act and Regulations. Comparisons with other countries.

2. Personnel Management. Essentially the course offered under this name in 1943-44, with added attention to methods and techniques of office organization.
Political Science


2. Canada's International Position. A development of the present course on World Organization as the new international structure is developed.

Economics and Sociology

1. Population Trends. Essentially the course given under this heading in 1943-44.

2. Social Legislation. Social security measures, their administration, and effects on social and economic life.


4. Agricultural Policy. The position of agriculture in the Canadian economy, and the impact of government policy and international events on it.

5. Development and conservation of Resources, forest, mineral, game, water. Problems and policies. Special attention will be given to the problems of development in Canada's Northland.

Certificate in Public Administration

A certificate in Public Administration will be awarded to students meeting the following conditions:

(1) Holding a junior college graduation certificate from Carleton College, or having
obtained equivalent standing elsewhere, including two of Economics, Political Science, Psychology and Philosophy;

(2) Obtaining satisfactory standing in eight of the courses outlined above.

LETTER FROM THE DEPARTMENT OF PENSIONS AND NATIONAL HEALTH:

The President stated that he had received a letter from Mr. Jamieson, Department of Pensions and National Health, requesting that certain information regarding post-war educational facilities should be put in the Calendar for next year. He also stated that he had had a conference with Mr. Jamieson and found that they were looking to Carleton College to undertake post-war educational effort with regard to students who might be resident in Ottawa. As this would be an important departure from our present plans, it was one that would require very careful consideration, as it would involve day classes and the possibility of a certain number of permanent staff. In addition, this would mean securing quarters suitable for daytime teaching purposes. He further stated that he had taken up the matter with Mr. W. P. Harrell of the Public Works Department, with a view to seeing if any buildings would be available that would be no longer useful to the Government at the end of the war, and that Mr. Harrell had stated that he would have the matter looked into and report at a later date. The President stated that it might be necessary to form a body equivalent to an ordinary University Senate to guard educational effort if this work were undertaken.

LETTER FROM MR. MUIR:

A letter was read from Mr. James Muir of the Dominion Bureau of Statistics, stating that he had received requests for information regarding Carleton College from Carleton College, Minnesota. Mr. Muir suggested that he thought a committee formed outside the Board of Governors, of friends of the College, might be a useful body in securing publicity and financial support. The matter was left to the President for further consideration.
The President said that the following diagrams,

1. Financial Organization of the Government of Canada

2. The Authorization of the Revenues and the Receipt of Public Moneys

3. The Authorization of Expenditures and the Disbursement of Public Moneys

of the financial set-up of the Government had been prepared for him for use in the class in Advanced Accounting, by Dr. Herbert Balls. This was the first time such a diagramatic presentation of the Government business had been made. The diagrams are shown in the following pages.

The meeting was adjourned.
FINANCIAL ORGANIZATION OF THE GOVERNMENT OF CANADA

HOUSE OF COMMONS

COMMITTEE OF SUPPLY

COMMITTEE OF WAYS & MEANS

GOVERNOR IN COUNCIL

TREASURY BOARD

RECEIVER GENERAL AND MINISTER OF FINANCE

AUDITOR GENERAL

DEPT. DEPT. DEPT.

LEGISLATIVE COMMITTEES OR OFFICERS
EXECUTIVE COMMITTEES OR OFFICERS
THE AUTHORIZATION OF THE REVENUES AND THE RECEIPT OF PUBLIC MONEYS

**NON-TAX REVENUE**

**TAX REVENUE**

**GOVERNMENT LOANS AND OTHER FUNDS**

**PREPARATION AND PRESENTATION OF THE BUDGET BY THE MINISTER OF FINANCE**

**ENACTMENT OF STATUTES AUTHORIZING COLLECTION OF FEES, ETC.**

**LEVYING COLLECTING AND RECORDING BY RECEIVING DEPARTMENTS**

**ENACTMENT OF REVENUE ACTS BY PARLIAMENT AUTHORIZING TAXATION**

**ASSESSING COLLECTING AND RECORDING BY REVENUE DEPARTMENTS**

**DEPOSIT OF RECEIPTS TO CREDIT OF RECEIVER GENERAL**

**RECORDING TRANSACTIONS IN DOMINION REVENUE AND OTHER LEDGERS**

**EXAMINATION AND AUDIT BY AUDITOR GENERAL**

**ACCEPTANCE OF SUBSCRIPTIONS ETC. BY DEPTS. CHARTERED BANKS AND BANK OF CANADA**

**ENACTMENT OF LOAN AND OTHER ACTS BY PARLIAMENT AUTHORIZING LOANS, ETC.**

**REPORT TO HOUSE OF COMMONS ON YEARS TRANSACTIONS**
THE AUTHORIZATION OF EXPENDITURES

AND THE

DISBURSEMENT OF PUBLIC MONEYS

PREPARATION AND PRESENTATION OF THE ESTIMATES BY THE MINISTER OF FINANCE

ISSUE OF GOVERNOR-GENERAL'S WARRANT, UNDER SEC. 25 OF CPA ACT

ENACTMENT OF ANNUAL APPROPRIATION ACTS BY PARLIAMENT

ENACTMENT OF STATUTES WITH PROVISIONS AUTHORIZING SPECIAL EXPENDITURES

RELEASE OF SUPPLY BY GOVERNOR-GENERAL

APPROVAL OF THE GOVERNOR IN COUNCIL OR TREASURY BOARD FOR CERTAIN CLASSES OF PAYMENTS

DEPARTMENTAL REQUISITION FOR PAYMENT

CERTIFICATION AND ISSUE BY COMPTROLLER OF THE TREASURY

REPAYMENT OF BANKS FOR CHEQUES CASHED AND CHARGE TO RECEIVER-GENERAL

RECORDING OF TRANSACTIONS IN DOMINION APPROPRIATION AND OTHER LEDGERS

EXAMINATION AND AUDIT OF ACCOUNTS BY AUDITOR-GENERAL

REPORT TO HOUSE OF COMMONS ON YEARS TRANSACTIONS