PPG1000H Jurisdictional Scan Research Workshop
November 2nd, 2018

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Library Research Guide:
http://uoft.me/ppg1000
Agenda

- Introductions & housekeeping
- Parliamentary / Congressional Research Services
- Think tanks & intergovernmental agencies
- Parliamentary materials
- Laws & regulations
- Government finance documents
- Auditing & evaluative documents
Parliamentary /Congressional Research Services

- Target audience: policy makers, government representatives
- Backgrounders
- Legislative summaries
- Concise with excellent references
- Great starting points
Phrase searching

• Keeps two or more words together as a phrase, same words in the same order, by putting quotation marks around the phrase

• Examples:
  – “economic action plan”
  – “First Nations”
  – “body image”
Truncation

- A truncation symbol broadens a search by allowing for alternate spellings.
- Example: **Canad* will result in Canada, Canadian, Canada’s, and Canadians’.
- Each search system has its own truncation symbol but the most commonly used symbols are the asterisk (*), question mark (?), and dollar sign ($).
Put real thought into the words you use to search your topic

Start with a term/concept, then think of alternative terms:

- synonyms, related words (e.g. narrower, broader),
- aspects of your topic
Boolean searching
Boolean Operator: **AND**

- **AND** limits results – use between concepts
- Example: democracy **AND** Afghanistan
Boolean Operator: **OR**

- **OR** is a broadening term – use between your alternative terms
- Example: city **OR** municipal

```
city

municipal

city **OR** municipal
```
Order of operations

3 + 4 \times 2 = ?
Order of operations

3 + 4 x 2 = ?

(3 + 4) x 2
3 + (4 x 2)

Rule: do what’s in the parentheses first!
Boolean rule:

group together

all your ORs for one concept

within parentheses
Citation searching

Your article’s references

Other articles that used your article as a reference
Google Custom Searches

Harvard Think Tank Search
http://goo.gl/OV6Cp7

Intergovernmental Organization Search
http://goo.gl/35McXL

Carleton Canadian Government Information Custom Search
http://goo.gl/3I3kKB
Google Search Syntax

() : performs the function of rows, separates concepts
AND : combine concepts
OR : search for variations on a concept
- : use dash or minus sign instead of NOT
"" : search for phrases using quotations
AROUND() : search for words in relation to others, e.g. municipal AROUND(5) infrastructure

Sample search string:

(municipal OR cities) AND infrastructure AND (funding OR financing) AND (australia OR belgium OR austria OR germany) -Canada
Exercise: Construct a search string in the Harvard Think Tank custom search to find resources discussing government responses to reducing methane from animal agriculture to fulfil the Paris Agreement targets. The results must exclude resources from the Heritage Foundation and Cato Institute.

Harvard Think Tank Search: http://goo.gl/OV6Cp7
OECD iLibrary Statistics

Clumsy variable level searching

Browse datasets & OECD.Stat instead

Hit “customize” to get full list of variables

Hit “layout” to change rows, columns or add/remove facets. Drag and drop.
Variable level searching across UN affiliated orgs

Links out to more comprehensive databases
What is <odesi>?

<odesi> (Ontario Data Documentation, Extraction Service and Infrastructure) provides researchers the ability to search for survey questions (variables) across thousands of datasets. There are both microdata and aggregate data available, in a range of formats.

Search <odesi>

Select collection(s)

Variable level searching
Click “view matching variables” to get full text of survey question

Select “tabulation” to create tables

Explore variables & add to rows & columns
LEGISinfo: Parliamentary materials of Canada
Legislative materials of Ontario

Search here for all topics then filter by bills, debates, committee documents and etc.
US congressional materials
Justice Laws Website: Acts & Regulations

Controlled Drugs and Substance Act

Regulations made under this Act
e-Laws: Ontario Acts & Regulations

Cannabis Act, 2017

Regulations under this Act
Toronto City Council and Committees

By-laws and Municipal Code
# Current Canadian Legislation

<table>
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<tr>
<th>Jurisdiction</th>
<th>Parliaments &amp; Assemblies</th>
<th>Debates</th>
<th>Bills</th>
<th>Statutes</th>
<th>Regulations</th>
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<th>Journals / Votes &amp; Proceedings</th>
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</thead>
<tbody>
<tr>
<td>Canada</td>
<td>Parliament</td>
<td>Senate</td>
<td>Bills</td>
<td>Consolidated Annual</td>
<td>Consolidated Annual</td>
<td>Gazette</td>
<td>Journal (S) Journal (HOC) Votes (HOCH)</td>
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<tr>
<td>ON</td>
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<td>Journal</td>
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<td>Gazette</td>
<td></td>
<td>Journal</td>
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<td>Gazette</td>
<td></td>
<td>Journal</td>
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<td>Bills</td>
<td>Consolidated Annual</td>
<td>Gazette</td>
<td></td>
<td>Votes &amp; Proceedings</td>
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<tr>
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<td>Consolidated Annual</td>
<td>Gazette</td>
<td></td>
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<td>Bills</td>
<td>Consolidated Annual</td>
<td>Gazette</td>
<td></td>
<td>Journal</td>
</tr>
</tbody>
</table>
affordable housing

Case name, document title, file number, author or citation

Noteup: cited case names, legislation titles, citations or dockets

All CanLII (1,265) Cases (1,009) Commentary (101)

Legislation (65)

3. Immobilisations municipales et scolaires - Accords et exonérations d’impôts, Règl de l’Ont 598/06. (Cité de Toronto)
   3 older versions...
   Règlements codifiés de l’Ontario — Ontario

4. Immobilisations municipales et scolaires - Accords et exonérations d’impôts, Règl de l’Ont 603/06, (Municipalités)
   2 older versions...
   Règlements codifiés de l’Ontario — Ontario
   cited by 1 document

5. Affordable Housing Purposes Regulation, RC Reg 234/89. (Ministry of Lands, Parks and Housing Act)
Locate national parliaments
Exercise (LEGISinfo)

• Locate a recent Canadian bill which endorsed the United Nations Declaration on the Rights of Indigenous Peoples and is currently being read for the second time in the Senate:
  • What is the number of this bill?
  • According to Francyne Joe, president of Native Women’s Association of Canada, indigenous women only represent 4% of the female population but make up what percentage of women in sentenced custody?
  • The bill should be viewed together with what previously announced policy initiated by the Government of Canada (please check the concluding commentary from the briefing note submitted by the First Nations Major Projects Coalition).
Government finance: Budgets

- High level overviews for priorities & expenditures for upcoming year
- Useful means of checking future agenda
- Check assumptions on revenue/expenditures
<table>
<thead>
<tr>
<th>Table 3.2</th>
<th>A BETTER FUTURE FOR INDIGENOUS PEOPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-16</td>
<td>2016-17</td>
</tr>
<tr>
<td><strong>Rebuilding the Relationship</strong></td>
<td></td>
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<tr>
<td>National Inquiry Into Missing and Murdered Indigenous Women and Girls</td>
<td>20</td>
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<tr>
<td>Engaging With Indigenous Peoples</td>
<td>16</td>
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<tr>
<td>Subtotal—Rebuilding the Relationship</td>
<td>36</td>
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<tr>
<td><strong>Education, Children and Training</strong></td>
<td></td>
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<tr>
<td>Improving Primary and Secondary Education for First Nations Children</td>
<td>203</td>
</tr>
<tr>
<td>Fostering Better Learning Environments by Investing in First Nations Schools</td>
<td>97</td>
</tr>
<tr>
<td>Ensuring the Safety and Well-Being of First Nations Children</td>
<td>71</td>
</tr>
<tr>
<td>Aboriginal Skills and Employment Training Strategy</td>
<td>5</td>
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<tr>
<td>Subtotal—Education, Children and Training</td>
<td>460</td>
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<tr>
<td><strong>Indigenous Peoples—Social Infrastructure</strong></td>
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<tr>
<td>Improving Housing in First Nations Communities</td>
<td>277</td>
</tr>
<tr>
<td>Supporting Northern and Inuit Housing</td>
<td>76</td>
</tr>
<tr>
<td>Providing Safe Shelter for Victims of Violence—Renovation and New Construction</td>
<td>4</td>
</tr>
<tr>
<td>Supporting Early Learning and Child Care</td>
<td>29</td>
</tr>
<tr>
<td>Investing in Cultural and Recreational Infrastructure</td>
<td>35</td>
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<tr>
<td>Improving Community Health Care Facilities On Reserve</td>
<td>82</td>
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<tr>
<td>Subtotal—Indigenous Peoples—Social Infrastructure</td>
<td>503</td>
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<tr>
<td><strong>Indigenous Peoples—Green Infrastructure</strong></td>
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<tr>
<td>Strengthening On Reserve Water and Wastewater Infrastructure</td>
<td>296</td>
</tr>
<tr>
<td>Addressing Waste Management for First Nations Communities</td>
<td>15</td>
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<tr>
<td>Subtotal—Indigenous Peoples—Green Infrastructure</td>
<td>311</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table A1.3</th>
<th>OUTLOOK FOR BUDGETARY REVENUES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total tax revenues</strong></td>
<td>228.6</td>
</tr>
<tr>
<td>Employment insurance premiums revenues</td>
<td>22.6</td>
</tr>
<tr>
<td><strong>Other revenues</strong></td>
<td></td>
</tr>
<tr>
<td>Crown corporations</td>
<td>13.5</td>
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<tr>
<td>Other programs</td>
<td>16.4</td>
</tr>
<tr>
<td>Net foreign exchange</td>
<td>1.4</td>
</tr>
<tr>
<td>Subtotal other revenues</td>
<td>31.2</td>
</tr>
<tr>
<td><strong>Total budgetary revenues</strong></td>
<td>259.8</td>
</tr>
<tr>
<td>Per cent of GDP</td>
<td></td>
</tr>
<tr>
<td>Personal income tax</td>
<td>6.9</td>
</tr>
<tr>
<td>Corporate income tax</td>
<td>2.0</td>
</tr>
<tr>
<td>Goods and Services Tax</td>
<td>1.6</td>
</tr>
<tr>
<td>Subtotal tax revenues</td>
<td>11.6</td>
</tr>
<tr>
<td>Employment insurance premiums revenues</td>
<td>1.1</td>
</tr>
<tr>
<td>Other revenues</td>
<td>1.6</td>
</tr>
<tr>
<td><strong>Total budgetary revenues</strong></td>
<td>14.3</td>
</tr>
</tbody>
</table>

Note: Totals may not add due to rounding.
Government finance: Estimates

- Main Estimates: Expenditure plan by ministry, highly aggregated financial figures, description of required resources
- Departmental plans issued in conjunction with budget ask
- Supplementary estimates: Request for additional funds to move programs further or unforeseen expenses after Main Estimates have been tabled
### Government finance: Departmental plans

<table>
<thead>
<tr>
<th>Country</th>
<th>Departmental Plans:</th>
<th>Ontario</th>
<th>U.S. – Federal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Expenditure plans, service plans, objectives, priorities, targets</td>
<td>Estimates Briefing Books</td>
<td>Departmental Annual Performance Plans &amp; Reports: Goals &amp; intended outcomes of programs &amp; initiatives issued. Internal strategic reviews of goals.</td>
</tr>
<tr>
<td>Canada – Federal</td>
<td>Departmental results reports: Department’s own measurement of results against targets in Departmental Plans</td>
<td>Departmental Published Plans &amp; Annual Reports: Expenditure &amp; service plans, objectives. Measurement of results against previous year’s objectives in Published Plan</td>
<td></td>
</tr>
<tr>
<td>Ontario</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Exercise:** Using the most recent BC Ministry of Municipal Affairs and Housing’s Ministry Service Plan and the most recent Ontario Ministry of Municipal Affairs and Housing’s Published Plan and Annual Report, try to find affordable housing construction targets for the upcoming year.

BC Ministry of Municipal Affairs and Housing

Ontario Ministry of Municipal Affairs and Housing
Government finance: Public Accounts

- Actual government spending & revenue by government as a whole, individual ministries & their programs, crown corporations
- Includes all transfer payments to individuals or organizations over a certain amount
- See how money for programs was allocated & spent (or not spent) in the same document
### Statement of Expenses and Assets by Vote and Items

**For the year ended March 31, 2018**

<table>
<thead>
<tr>
<th>Vote and Items</th>
<th>Appropriations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Estimates</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

#### 1109 Operating Expense

<table>
<thead>
<tr>
<th>Description</th>
<th>Appropriations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Planning and Analysis Program</td>
<td>25,192,200</td>
</tr>
<tr>
<td>Program Design and Implementation Planning</td>
<td>22,321,500</td>
</tr>
<tr>
<td>Cap and Trade</td>
<td>1,000</td>
</tr>
</tbody>
</table>

**TOTAL OPERATING EXPENSE FOR ENVIRONMENTAL PLANNING AND ANALYSIS PROGRAM**: 47,514,700

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**Program Description**

This Vote is responsible for the planning and analysis required for the development, implementation and integration of the policy, program design and program delivery functions of the ministry to support the achievement of government and ministry priorities.

Note: recoveries under the Environmental Planning and Analysis Program include recoveries of $144,657,427 for the amounts charged to the Greenhouse Gas Reduction Account, which are based on actual expenditures recorded for the fiscal year.
### Operating Expense

**Environmental Planning and Analysis (Item 1)**

- Salaries and wages: $11,131,375
- Employee benefits: $1,901,205
- Transportation and communication: $242,373
- Services: $11,412,577
- Supplies and equipment: $84,684
- Transfer payments to Climate Change: $413,855

**Program Design and Implementation Planning (Item 2)**

- Salaries and wages: $12,945,285
- Employee benefits: $2,015,197
- Transportation and communication: $242,507
- Services: $1,119,497
- Supplies and equipment: $320,414
- Transfer payments to Indigenous Engagement and Collaboration: $1,003,015
- Environmental Planning and Action: $4,620,000

**Cap and Trade (Item 3)**

- Salaries and wages: $10,677,097
- Employee benefits: $1,151,927
- Transportation and communication: $326,856
- Services: $14,380,347
- Supplies and equipment: $109,796
- Transfer payments to Electric Vehicles: $900,000
- Government and Partnerships: $15,080,974
- Green Ontario Fund: $101,447,800

**Total Operating Expense for Environmental Planning and Analysis Program:** $47,497,984

**Less: Recoveries:** $0

**Total:** $144,657,427

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**Volume I, Public Accounts of Ontario**
<table>
<thead>
<tr>
<th>Description</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>REIMBURSEMENTS OF EXPENDITURES</td>
<td>739,222</td>
<td>120,456</td>
</tr>
<tr>
<td>FEES, LICENCES AND PERMITS</td>
<td></td>
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<tr>
<td>Hazardous waste fees</td>
<td>10,761,866</td>
<td>8,652,840</td>
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<td>Drive Clean</td>
<td>2,854,162</td>
<td>14,632,857</td>
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<tr>
<td>Environmental compliance approval</td>
<td>3,596,425</td>
<td>4,685,562</td>
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<tr>
<td>Other</td>
<td>5,009,693</td>
<td>5,244,999</td>
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<td></td>
<td>23,608,170</td>
<td>33,218,267</td>
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<tr>
<td>Greenhouse Gas Reduction Account —</td>
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<td>Cap &amp; Trade Proceeds</td>
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<td>2,424,628,367</td>
<td>33,218,267</td>
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<tr>
<td>SALES AND RENTALS</td>
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<td>11,701</td>
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<td>FINES AND PENALTIES</td>
<td>325</td>
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<tr>
<td>RECOVERY OF PRIOR YEARS' EXPENDITURES</td>
<td>849,764</td>
<td>577,372</td>
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<tr>
<td>MISCELLANEOUS</td>
<td>17,365</td>
<td>6,657</td>
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<tr>
<td>TOTAL MINISTRY REVENUE</td>
<td>2,426,236,677</td>
<td>33,932,465</td>
</tr>
</tbody>
</table>
Exercise: Using the Public Accounts of Ontario 2017/2018, find out how much the Ontario Government spent toward land claim settlements with Indigenous communities. How does this figure compare to what the Ministry asked for in the Estimates? Where might you go for more answers about any discrepancies between the budget ask and final expenditure?

Auditing & Evaluative Bodies

- Non-partisan auditors of government operations
- Main function to ensure accountability in use of public funds
- Evaluate the effectiveness of programs
- Produce lengthy reports with recommendations
- Reveals inner workings of programs
- Complementary institutions in most democratic jurisdictions (e.g. GAO in U.S. & NAO in Australia & U.K.)
Retrospective auditing

• Auditor generals (Canada & provinces)
• National Audit Office (UK & Australia)
• Government Accountability Office (United States – Federal)
• & more

Prospective auditing

• Financial Accountability Office (Ontario)
• Parliamentary Budget Office (Canada – Federal)
• Congressional Budget Office (U.S. Federal)
• Legislative Accountability Office (California)
• & more
Canadian Government Information
Collected by: University of Toronto
Archived since: Mar, 2013
Description: A collection of Canadian government websites
Subject: Government
Collector: University of Toronto
Notes: Asterisk (*) beside dates indicates new content has been archived since previous capture.
Search features in databases not working. Use "browse" or "list" options to access content.

Narrow Your Results
Sites for this collection are listed below. Narrow your results at left, or enter a search query below to find a site, specific URL or to search the text of archived webpages.

Enter search terms here

Publications and manuals

Operational manuals and bulletins
Citizenship and Immigration Canada and Canada Border Services Agency employees consult operational chapters and operational bulletins for guidance in the exercise of their functions and in applying the Immigration and Refugee Protection Act, the Citizenship Act and their Regulations.

Discover Canada | February 2012
Discover Canada: The Rights and Responsibilities of Citizenship is used by newcomers to study for the citizenship test. It also contains information about the history of Canada, how our government works, symbols of Canada and its regions.

Welcome to Canada: What you should know | April 2015
Moving to Canada is an exciting opportunity but also a great challenge. Find out what to expect within the first few weeks and months of coming to Canada.

Other Publications

About Immigration

About the Department


Annual Reports to Parliament on Immigration
• 2015 Annual Report to Parliament on Immigration
PDF (1.41 MB)
• 2014 Annual Report to Parliament on Immigration
PDF (1.51 MB)
About the Department


Annual Reports to Parliament on Immigration

- 2011 Annual Report to Parliament on Immigration [PDF format, 1.98 MB]
- 2010 Annual Report to Parliament on Immigration [PDF format, 2.8 MB]
- 2009 Annual Report to Parliament on Immigration [PDF format, 1.8 MB]
- 2008 Annual Report to Parliament on Immigration [PDF format, 2.5 MB]
- 2007 Annual Report to Parliament on Immigration [PDF format, 326 KB]
- 2006 Annual Report to Parliament on Immigration [PDF format, 292 KB]
- 2005 Annual Report to Parliament on Immigration [PDF format, 236 KB]
- 2004 Annual Report to Parliament on Immigration [PDF format, 124 KB]