

ECBC’s Info Source Chapter

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Introduction to Info Source

Info Source: Sources of Government and Employee Information provides information about the functions, programs, activities and related information holdings of government institutions subject to the *Access to Information Act* and the *Privacy Act*. It provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions subject to the *Privacy Act* and to exercise their rights under the *Privacy Act*.

The Introduction to *Info Source: Sources of Government and Employee Information* and an index of institutions subject to the *Access to Information Act* and the *Privacy Act* are available centrally.

The *Access to Information Act* and the *Privacy Act* assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

Background

Enterprise Cape Breton Corporation (ECBC) is a Crown corporation established pursuant to Part II of the *Government Organization Act, Atlantic Canada, 1987* (also known as the *Enterprise Cape Breton Corporation Act*).

Created in 1987, Enterprise Cape Breton Corporation offers programs and services designed to promote economic growth and development. It is also a service provider for the Government of Canada, delivering the programs of the Atlantic Canada Opportunities Agency in its mandate area.

As a Crown corporation, Enterprise Cape Breton Corporation is a distinct entity that reports to Parliament through the Minister of the Atlantic Canada Opportunities Agency.

Responsibilities

The objectives of the Corporation are to promote and assist, alone or in conjunction with any person, the Governments of Canada or Nova Scotia or any agency of those governments, the financing and development of industry on Cape Breton Island to provide employment outside the coal producing industry and to broaden the base of the economy of Cape Breton Island and the Mulgrave area of mainland Nova Scotia.

Enterprise Cape Breton Corporation's small geographic focus, local control and flexible mandate enable the Corporation to devise initiatives that are very specific to local economic development needs and priorities.

Pursuant to a Memorandum of Understanding (MOU) with the Atlantic Canada Opportunities Agency (ACOA), Enterprise Cape Breton Corporation delivers ACOA programming in the Corporation's mandate area.

DARR (Cape Breton) Limited is a wholly-owned subsidiary which was used as a real estate holding and development company. For a number of years, DARR managed the Corporation's real property assets dealing with the acquisition and disposition of properties. Activities and results for DARR were reported directly through Enterprise Cape Breton Corporation. In an effort to gain efficiencies, DARR was deactivated as of March 31, 2012 and its operations were consolidated into Enterprise Cape Breton Corporation.

In August 2000, the Cape Breton Growth Fund (CBGF) was incorporated as a wholly-owned subsidiary of Enterprise Cape Breton Corporation with its own Board of Directors. The CBGF was dissolved as of April 1, 2008. All assets and liabilities of the CBGF were transferred to Enterprise Cape Breton Corporation.

Cape Breton Casting Inc. (CBCI), a die casting manufacturing facility in North Sydney, N.S., became a wholly-owned subsidiary of Enterprise Cape Breton Corporation in March 2006. Enterprise Cape Breton Corporation operated the plant for 20 months while attempting to sell the operation. CBCI is an inactive subsidiary. All of its assets were sold in November 2007.

On January 1, 2010, Enterprise Cape Breton Corporation assumed responsibility for the assets and obligations of the Cape Breton Development Corporation (CBDC). The CBDC was established as a Crown corporation in 1967 to operate coal mines on Cape Breton Island. With the closure of its last mine, legislation was enacted in June 2000 providing CBDC with authority to sell its assets and eventually wind up its affairs. The CBDC was dissolved on December 31, 2009. Enterprise Cape Breton Corporation assumed responsibility for the assets and liabilities of the former CBDC including its environmental and human resource obligations.

Enterprise Cape Breton Corporation has a Board of Directors composed of the Chairperson, who is also the President of the Atlantic Canada Opportunities Agency, the Chief Executive Officer of Enterprise Cape Breton Corporation and five outside Directors appointed by the Minister, with the approval of the Governor-in-Council.

The Corporation operates from its main office in Sydney, Nova Scotia. Internally, Enterprise Cape Breton Corporation is organized into a number of administrative units including commercial development, community development, internal audit, corporate services, property development and management, environmental stewardship, communications and access to information/privacy.

Institutional Functions, Programs and Activities

The Enterprise Cape Breton Corporation Program Activity Architecture comprises eight program activities supported by a number of program sub-activities as described below.

1. PROPERTY DEVELOPMENT AND MANAGEMENT

Through this program activity, Enterprise Cape Breton Corporation has the ability to purchase, lease, sell land and hold mortgages. The development and management of property holdings is used by the Corporation as a development tool to complement its funding programs. In addition, as part of the land transfer/disposal process, the Corporation makes lands available for lease or sale to businesses and organizations in an effort to foster economic development.

Enterprise Cape Breton Corporation maintains a property portfolio of approximately 12,500 acres. Assets include the Corporation's head office at Sydney, Nova Scotia, Point Edward Resource Centre (agricultural property), the Port Hawkesbury business facility (office space), as well as a business facility in New Waterford. As a result of the transfer of the assets and liabilities of the Cape Breton Development Corporation (CBDC) to Enterprise Cape Breton Corporation, the Corporation owns the Dominion Coal Yard and the Sydney Mines Coal Yard required to support the contractual obligation to sell coal to former CBDC employees.

Property Development and Management

Description: Includes records related to the sale, acquisition and management of real property. Records include information on the development and management of property holdings, real property sales and acquisitions.

Document Types: Correspondence, inquiries, drawings, environmental assessments, evaluation reports, inventories, appraisals, leases, plans, surveys, maps, legal documents.

Record Number: ECBC 5200

2. REGIONAL SERVICE DELIVERY

Through this program activity Enterprise Cape Breton Corporation is responsible for the delivery of the programs of the Atlantic Canada Opportunity Agency (ACOA) on Cape Breton Island and in the Mulgrave area. Enterprise Cape Breton Corporation and ACOA entered into a memorandum of understanding (MOU) in 1995. The MOU enables Enterprise Cape Breton Corporation to design its programming and economic development strategies to complement ACOA programming. The MOU is renegotiated every five years.

The Atlantic Canada Opportunities Agency programs include: Business Development Program (BDP) which is designed to help establish, expand and modernize certain businesses; Consultant Advisory Services (CAS) which provides clients with access to consulting expertise in pursuing business opportunities or solving problems; Community-Based Business Development Program which supports autonomous, not-for-profit community business development corporations to help entrepreneurs in rural areas obtain access to the information, advice and capital required to succeed; Innovative Communities Fund Program which invests in strategic projects that build the economies of Atlantic Canada's communities; and the Atlantic Innovation Fund Program (AIF) which encourages partnerships among private-sector firms, universities, colleges and other research institutions to develop new or improved products and services.

Regional Service Delivery

Description: Includes records related to applications for grants and contributions from businesses, business associations, not-for-profit organizations, municipalities and community groups. Records may include applications, project proposals, proposal evaluations and analysis, project monitoring and payment claims. Records may include information on the Business Development Program; Consultant Advisory Services; Community-Based Business

Development Program; Innovative Communities Fund; and the Atlantic Innovation Fund Program.

Document Types: agendas, analyses, applications, audit and evaluation documentation, briefing notes, business plans, client monitoring reports, communications materials, consultation reports, correspondence, correspondence with other government departments, directives, enquiries, evaluation criteria, feasibility studies, financial records, funding guidelines, guidelines, initiative updates, legal opinions, letters of offer, manuals, memorandums, news clippings, presentations, proposals, question period notes, records of decision, report to parliament, statistical reports, and statements of work.

Record Number: ECBC 2056, ECBC 2061, ECBC 2071, ECBC 5000, ECBC 6005, ECBC 6018

2.1 Grants and Contributions - Regional Service Delivery

Description: This bank describes information that is used in support of requests for grants and contributions from individuals, businesses, federal or provincial governments, organizations, corporations and municipalities and in records required to confirm that the recipient has respected the terms and conditions of the contribution agreement. The personal information may include name, contact information, biographical information, citizenship status, credit information, date of birth, educational information, financial information, signature and social insurance number (SIN).

Note: Please refer to the Atlantic Canada Opportunities Agency (ACOA) Info Source chapter to view the personal information bank descriptions of the grants and contributions programs offered by that government institution through Enterprise Cape Breton Corporation (ECBC) on Cape Breton Island. The ACOA programs include the Business Development Program, Consultant Advisory Services, Community-Based Business Development Program, Innovative Communities Fund Program, and the Atlantic Innovation Fund Program.

Class of Individuals: Applicants to the programs of the Atlantic Canada Opportunities Agency delivered by Enterprise Cape Breton Corporation and authorized representatives of applicants (e.g. accountants, lawyers or consultants); individuals, sole proprietors, partners in a business, government employees, and employees of an organization, a corporation or a municipality; contractors and consultants working on behalf of applicants (e.g. engineering consultants, business consultants, construction contractors).

Purpose: The personal information is used to administer, determine eligibility to and disburse funds in respect of the grants and contributions programs of the Atlantic Canada Opportunities Agency (ACOA) for which Enterprise Cape Breton Corporation (ECBC) acts as a delivery agent on Cape Breton Island. Personal information is collected pursuant to section 34 of the Enterprise Cape Breton Corporation Act and section 131 of the Financial Administration Act. The social insurance number is collected pursuant to the Income Tax Act and is used to collect unpaid loans to the Crown. Specific legislative authorities of the grants and contributions programs of ACOA are identified in the personal information bank descriptions listed in ACOA's Info Source chapter.

Consistent Uses: The information may be used or disclosed for reporting to senior management. The names of successful applicants and selected relevant project information are included in public records and published on the Corporation's website in accordance with the Government of Canada's proactive disclosure practices. With consent, some personal information is published in ECBC's success stories. Information may be used for internal audit,

evaluation and reporting purposes. Name, contact information, financial information, credit information, social insurance number and date of birth may be shared with the Atlantic Canada Opportunities Agency: Grants and Contributions – ACOA PPU 005. The SIN may be shared with the Canada Revenue Agency (CRA): Debts Written Off as Uncollectible, CRA PPU 060. Information is used or disclosed for mailing list purposes. Information is published on the Internet / Intranet.

Retention and Disposal Standards: Under development

Records Disposition Authority (RDA): Under development

Related Class of Record Number: ECBC 2056, ECBC 2061, ECBC 2071, ECBC 5000, ECBC 6005, ECBC 6018

TBS Registration: 20130031

Personal Information Bank Number: ECBC PPU 001

3. COMMERCIAL DEVELOPMENT

Recognizing the challenges faced by small and medium-sized enterprises in its mandate area, Enterprise Cape Breton Corporation, through this program activity, works with potential and existing entrepreneurs to assess and to provide as appropriate various forms of assistance including equity, secured and unsecured loans, as well as non-repayable contributions. The assistance provides support for initiatives such as marketing, productivity improvement, innovation, human resource development, entrepreneurship, trade and investment, development and capital additions and improvements for new and existing businesses.

Commercial Development

Description: Includes records related to applications for financing from businesses, business associations and not-for-profit organizations related to the development and management of financing, including the processing of applications, the disbursement process and the monitoring of projects. Records may include records related to business and investment attraction activities, applications for funding for festivals and events, and applications to access capital for the creation or expansion of businesses located in Enterprise Cape Breton Corporation's mandate area. Records may include applications, company profiles, financial information, project descriptions, proposals, recovery information, advance payment requests, shareholder information, proof of payments and verification of contracts and contribution agreements compliance. Records may also include consultations with other government institutions, credit checks, environmental assessments, possible media coverage relating to specific projects, reports on results obtained and reports from recipients related to the determination of whether the agreement has been respected.

Document Types: applications, audit reports, briefing notes, business plans, client monitoring reports, contracts, credit check reports, correspondence, evaluation reports, financial records, funding guidelines, legal opinions, letters of intent, letters of offer, local purchase orders, manuals, marketing plans, memorandums of understanding, minutes, monitoring reports, news clippings, policy documents, project summary forms, proposals, publications, question period notes, recommendations, repayment schedules, reports, requests for proposals, request for proposals results reports, research studies and statements of work.

Record Number: ECBC 5000, ECBC 5006, ECBC 5555

3.1 Support to Business – Commercial Development

Description: This bank describes information that is used in support of requests for support to business assistance from individuals, businesses, organizations, corporations and municipalities and in records required to confirm that the recipient has respected the terms and conditions of the support to business assistance agreement. The personal information may include name, contact information, biographical information, citizenship status, credit information, educational information, financial information, views and opinions of or about individuals and signature.

Note: Enterprise Cape Breton Corporation (ECBC) provides both direct and indirect support to business. Direct support includes assistance for business establishment, expansion and modernization, trade development, investment attraction, training and skills development, planning, business counselling and marketing. Indirect support includes assistance to non-commercial or non-profit organizations and industry organizations that provide services in support of trade, investment, entrepreneurship development, small and medium-sized businesses development and local economic development initiatives.

Class of Individuals: Applicants to Enterprise Cape Breton Corporation's commercial development program and authorized representatives of applicants (e.g. accountants, lawyers or consultants); individuals, sole proprietors, partners in a business, government employees, and employees of an organization, a corporation or a municipality; contractors and consultants working on behalf of applicants (e.g. engineering consultants, business consultants, construction contractors).

Purpose: The personal information is used to administer, determine eligibility to and disburse funds in respect of the commercial development program of Enterprise Cape Breton Corporation (ECBC) which includes loans, grants, equity investments, loan guarantees, property acquisition and disposition and mortgages. Personal information is collected pursuant to section 34 of the Enterprise Cape Breton Corporation Act and section 131 of the Financial Administration Act.

Consistent Uses: The information may be used or disclosed for reporting to senior management. The names of successful applicants and selected relevant project information are included in public records and published on the Corporation's website in accordance with the Government of Canada's proactive disclosure practices. With consent, some personal information is published in ECBC's success stories. Information may be used for internal audit, evaluation and reporting purposes. Name, contact information, financial information and credit information may be shared with the Canada Revenue Agency: Debts Written Off as Uncollectible, CRA PPU 060. Information is used or disclosed for mailing list purposes. Information is published on the Internet / Intranet.

Retention and Disposal Standards: Under development

Records Disposition Authority (RDA): Under development

Related Class of Record Number: ECBC 2056, ECBC 2061, ECBC 2071, ECBC 5000, ECBC 6005, ECBC 6018

TBS Registration: 20130032

Personal Information Bank Number: ECBC PPU 002

3.2 Support to Festivals and Events – Commercial Development

Description: This bank describes information that is used in support of requests for festivals and events assistance from organizations, and municipalities and in records required to confirm that the recipient has respected the terms and conditions of the festivals and events funding agreement. The personal information may include name, contact information, biographical information, educational information, financial information, views and opinions of or about individuals and signature.

Note: Enterprise Cape Breton Corporation's festivals and events initiative assists incorporated, non-profit organizations to organize and host festivals and events that will generate new visits or better serve visitors to the island, increase lengths of stay and spending, and improve the overall quality of the visitor experience.

Class of Individuals: Applicants to Enterprise Cape Breton Corporation's festivals and events initiative and authorized representatives of applicants (e.g. accountants, lawyers or consultants); individuals, government employees, and employees of an organization or a municipality; contractors and consultants working on behalf of applicants (e.g. business consultants, event planners).

Purpose: The personal information is used to administer, determine eligibility to and disburse grants in respect of the of Enterprise Cape Breton Corporation's festivals and events initiative. Personal information is collected pursuant to section 34 of the Enterprise Cape Breton Corporation Act and section 131 of the Financial Administration Act.

Consistent Uses: The information may be used or disclosed for reporting to senior management. The names of successful applicants and selected relevant project information are included in public records and published on the Corporation's website in accordance with the Government of Canada's proactive disclosure practices. With consent, some personal information is published in ECBC's success stories. Information may be used for internal audit, evaluation and reporting purposes. Information is used or disclosed for mailing list purposes. Information is published on the Internet / Intranet.

Retention and Disposal Standards: Under development

Records Disposition Authority (RDA): Under development

Related Class of Record Number: ECBC 2056, ECBC 2061, ECBC 2071, ECBC 5000, ECBC 6005, ECBC 6018

TBS Registration: 20130033

Personal Information Bank Number: ECBC PPU 003

4. COMMUNITY DEVELOPMENT

Structural adjustment has been taking place in the Cape Breton economy over the past several decades due to the closure of the Island's major industries and the downsizing of the fishing industry. Through this program activity, Enterprise Cape Breton Corporation works to engage and empower communities to take control of their destiny by pursuing opportunities leading to sustainable economic development. Working in cooperation with communities and community-led organizations, this program activity includes developing and implementing overall strategies

for economic development to supporting the business environment, skills development activities, and new and/or improved community infrastructure.

Community Development

Description: Includes records related to working in cooperation with communities and to making strategic investments to build community capacity for economic development by capitalizing on opportunities for sustainable economic growth and identifying and developing key infrastructure (e.g. community centres, main street improvement initiatives) that strengthen and enhance the economic foundations of communities. Records may include information about communities, economic development strategies and plans, information on internal policies and funding guidelines, and reports on results obtained.

Document Types: agendas, analyses, applications, audit and evaluation documentation, briefing notes, business plans, client monitoring reports, communications materials, consultation reports, correspondence, correspondence with other government departments, directives, enquiries, evaluation criteria, feasibility studies, financial records, funding guidelines, guidelines, initiative updates, legal opinions, letters of offer, manuals, memorandums, news clippings, presentations, proposals, question period notes, records of decision, report to parliament, statistical reports, and statements of work.

Record Number: ECBC 5000, ECBC 5006, ECBC 5555

4.1 Support to Communities – Community Economic Development

Description: This bank describes information that is used in support of requests for support to communities assistance from individuals, businesses, organizations, First Nations, corporations and municipalities and in records required to confirm that the recipient has respected the terms and conditions of the support to communities assistance agreement. The personal information may include name, contact information, biographical information, citizenship status, educational information, financial information, views and opinions of or about individuals and signature.

Note: Enterprise Cape Breton Corporation (ECBC) works to engage and empower communities to take control of their destiny by pursuing opportunities leading to sustainable economic development. ECBC's support to communities encourages and supports the attraction of leveraged investment, the creation of sustainable wealth, the development of a competitive advantage and the enhancement of quality of life.

Class of Individuals: Applicants to Enterprise Cape Breton Corporation's community development program and authorized representatives of applicants (e.g. accountants, lawyers or consultants); individuals, sole proprietors, partners in a business, government employees, and employees of an organization, First Nations, a corporation or a municipality; contractors and consultants working on behalf of applicants (e.g. engineering consultants, business consultants, construction contractors).

Purpose: The personal information is used to administer, determine eligibility to and disburse funds in respect of the community economic development program of Enterprise Cape Breton Corporation which includes loans, grants, equity investments, loan guarantees, property acquisition and disposition and mortgages. Personal information is collected pursuant to section 34 of the Enterprise Cape Breton Corporation Act and section 131 of the Financial Administration Act.

Consistent Uses: The information may be used or disclosed for reporting to senior management. The names of successful applicants and selected relevant project information are included in public records and published on the Corporation's website in accordance with the Government of Canada's proactive disclosure practices. With consent, some personal information is published in ECBC's success stories. Information may be used for internal audit, evaluation and reporting purposes. Information is used or disclosed for mailing list purposes. Information is published on the Internet / Intranet.

Retention and Disposal Standards: Under development

Records Disposition Authority (RDA): Under development

Related Class of Record Number: ECBC 2056, ECBC 2061, ECBC 2071, ECBC 5000, ECBC 6005, ECBC 6018

TBS Registration: 20130034

Personal Information Bank Number: ECBC PPU 004

4.2 Community Centre Initiative – Community Economic Development

Description: This bank describes information that is used in support of requests for community centre capital assistance from organizations First Nations, and municipalities and in records required to confirm that the recipient has respected the terms and conditions of the contribution agreement. The personal information may include name, contact information, biographical information, citizenship status, educational information, financial information, views and opinions of or about individuals and signature.

Note: Enterprise Cape Breton Corporation works with communities to identify and prioritize infrastructure needs including assistance to local community centres for repairs and renovations.

Class of Individuals: Applicants to Enterprise Cape Breton Corporation's community centre initiative and authorized representatives of applicants (e.g. accountants, lawyers or consultants); individuals, government employees, and employees of an organization, First Nations or a municipality; contractors and consultants working on behalf of applicants (e.g. engineering consultants, construction contractors).

Purpose: The personal information is used to administer, determine eligibility to and disburse grants in respect of Enterprise Cape Breton Corporation's community centre initiative. Personal information is collected pursuant to section 34 of the Enterprise Cape Breton Corporation Act and section 131 of the Financial Administration Act.

Consistent Uses: The information may be used or disclosed for reporting to senior management. The names of successful applicants and selected relevant project information are included in public records and published on the Corporation's website in accordance with the Government of Canada's proactive disclosure practices. With consent, some personal information is published in ECBC's success stories. Information may be used for internal audit, evaluation and reporting purposes. Information is used or disclosed for mailing list purposes. Information is published on the Internet / Intranet.

Retention and Disposal Standards: Under development

Records Disposition Authority (RDA): Under development

Related Class of Record Number: ECBC 2056, ECBC 2061, ECBC 2071, ECBC 5000, ECBC 6005, ECBC 6018

TBS Registration: 20130035

Personal Information Bank Number: ECBC PPU 005

5. POLICY AND ADVOCACY

Fundamental to the Enterprise Cape Breton Corporation mandate is the Corporation's policy and advocacy role that assists in identifying the opportunities and challenges facing the Island, as well as informing and supporting decision making both within and outside the Corporation. Enterprise Cape Breton Corporation's policy and advocacy functions focus on a range of activities including research, analysis, planning and reporting, as well as working to advance the interests, priorities and concerns of Cape Breton Island in government decisions and actions. In developing the advocacy agenda for Cape Breton, Enterprise Cape Breton Corporation works to ensure that national and provincial officials are aware of the needs of the region and that Cape Breton interests, priorities and concerns are considered when policy is developed. Research and analysis are required to understand the economic challenges and opportunities facing Cape Breton and to guide the advocacy and policy making activities of the Corporation.

Policy and Advocacy

Description: Includes records related to research, analysis and advice needed to gain a better understanding of the Cape Breton economy, to guide program activities and to support advocacy efforts. Records may include information about policy research and analysis, consultations with stakeholders, policy-oriented conferences or workshops, presentations, strategies on key economic sectors, notes from internal meetings and exchanges of correspondence with key stakeholders. These records could include information related to port development, waterfront development, tourism, the Integrated Strategic Framework for Economic Prosperity and other sectoral documentation.

Document Types: Analyses, briefing books, briefing notes, communications materials, contracts, correspondence, correspondence with other government departments, directives, evaluation criteria, evaluation reports, consultation reports, contracts, proposals, records of decisions, reports, and statistical reports.

Record Number: ECBC 5100

6. ENVIRONMENTAL OBLIGATIONS

As part of the transfer of the Cape Breton Development Corporation's assets and liabilities to Enterprise Cape Breton Corporation, the Corporation assumed stewardship responsibility for all former mine sites of the former Cape Breton Development Corporation. This includes all environmental obligations related to these sites. Enterprise Cape Breton Corporation has entered into a strategic partnership arrangement with Public Works and Government Services Canada (PWGSC) to remediate former mine sites. Remediation work was substantially completed in 2013 and it is anticipated that the long-term care and monitoring of these sites will be completed by 2055. The mine-water obligation may require management in perpetuity. Enterprise Cape Breton Corporation is also responsible for the management of mine-water that floods the approximately 3,200 kilometres of underground mine workings within the Sydney

Coalfields.

Enterprise Cape Breton Corporation also collaborates with numerous partners to explore alternative sources of energy related to the former Cape Breton Development Corporation's land holdings that could potentially lead to economic development opportunities. This includes research into the production of green fuel crops, geothermal energy from mine-water, as well as the carbon storage potential of the residual coal within the Sydney Coalfields.

6.1 Multi-Year Site Remediation Plan

Description: Includes records related to Enterprise Cape Breton Corporation's responsibility to implement a multi-year site remediation plan and a long-term care and monitoring program for lands used by the former Cape Breton Development Corporation for mining activities.

Document Types: Communications materials, contracts, correspondence, correspondence with other government departments, directives, environmental assessments, evaluation criteria, evaluation reports, guidelines, inquiries, legal opinions, letters of offer, plans and drawings, requests for proposals, reports, statements of work, studies, tender documents and work plans.

Record Number: ECBC 5200

6.2 Mine-water Management Program

Description: Includes records related to the management of mine-water in the Sydney Coalfield. Groundwater infiltrates abandoned mines over time, filling them with groundwater which becomes contaminated with various minerals. When water in a flooded mine reaches a surface opening, the contaminated mine water discharges into brooks, streams, wetlands, and other ecosystems, causing negative environmental impacts. Enterprise Cape Breton Corporation is responsible for the development and implementation of a mine-water management program that focuses on managing mine-water discharge to ensure acceptable water quality.

Document Types: Communications materials, contracts, correspondence, correspondence with other government departments, directives, evaluation criteria, evaluation reports, financial records, guidelines, inquiries, legal opinions, letters of offer, plans and drawings, requests for proposals, reports, statements of work, studies, tender documents and work plans.

Record Number: ECBC 5200

7. HUMAN RESOURCE OBLIGATIONS

This activity involves nondiscretionary benefits that Enterprise Cape Breton Corporation is required to deliver to former Cape Breton Development Corporation employees. They include early retirement incentive programs, liability for future employee benefits, workers' compensation obligations, and a domestic coal subsidy program.

7.1 Early Retirement Incentive, Future Benefits, Coal Subsidization and Workers' Compensation Programs

Description: The Early Retirement Incentive, Future Benefits, Domestic Coal Subsidization and Workers' Compensation Programs are a large component of the Cape Breton Development Corporation's (CBDC) long-term liability. The programs delivered as part of these obligations are non-discretionary items that the Corporation is required to deliver to former CBDC employees. They are a result of post-employment benefits and various human resource strategies, many of which will continue beyond 20 years.

Document Types: Includes records related to the administration post-employment benefits for former employees of the Cape Breton development Corporation. Records may include information on the Early Retirement Incentive, Future Benefits, Domestic Coal Subsidization and Workers' Compensation Programs. These records may include name, date of birth, contact information, language preference, biographical information, professional references, signature, financial information, medical information, and social insurance number.

Record Number: ECBC 1000

8. INTERNAL SERVICES

Internal Services are groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are: Acquisition Services; Communications Services; Financial Management Services; Human Resources Management Services; Information Management Services; Information Technology Services; Legal Services; Management and Oversight Services; Materiel Services; Real Property Services; and Travel and Other Administrative Services. Internal Services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

Acquisition Services

Acquisition Services involve activities undertaken to acquire a good or service to fulfill a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

[Procurement and Contracting Class of Record](#)
[Professional Services Contracts Personal Information Bank](#)

Communications Services

Communications Services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well-coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public – internal or external – receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

[Communications Class of Record](#)
[Public Communications Personal Information Bank](#)

Financial Management Services

Financial Management Services involve activities undertaken to ensure the prudent use of

public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

[Financial Management Class of Record](#)
[Accounts Payable Personal Information Bank](#)
[Accounts Receivable Personal Information Bank](#)

Human Resources Management

Human Resources Management Services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies and/or plans.

[Recognition Program Personal Information Bank](#)

[Classification of Positions Class of Record](#)
[Staffing Personal Information Bank](#)

[Compensation and Benefits Class of Record](#)
[Attendance and Leave Personal Information Bank](#)
[Pay and Benefits Personal Information Bank](#)

[Hospitality Class of Record](#)
[Hospitality Personal Information Bank](#)

[Human Resources Planning Class of Record](#)

[Labour Relations Class of Record](#)
[Canadian Human Rights Act - Complaints Personal Information Bank](#)
[Discipline Personal Information Bank](#)
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[Values and Ethics Code for the Public Service Personal Information Bank](#)

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[Training and Development Personal Information Bank](#)

Information Management

Information Management Services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency, and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

[Information Management Class of Record](#)

Information Technology

Information Technology Services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

[Information Technology Class of Record](#)

Legal Services

Legal Services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

[Legal Services Class of Record](#)

Management and Oversight Services

Management and Oversight Services involve activities undertaken for determining strategic direction, and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

[Lobbying Act Requirements Personal Information Bank](#)

[Executive Services Class of Record](#)

[Internal Audit and Evaluation Class of Record](#)

[Planning and Reporting Class of Record](#)

Material

Material Services involve activities undertaken to ensure that materiel can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

[Materiel Management Class of Record](#)
[Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#)

Real Property

Real Property Services involve activities undertaken to ensure real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

[Real Property Management Class of Record](#)

Travel and Other Administrative Services

Travel and Other Administrative Services include Government of Canada (GC) travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

[Access to Information and Privacy Class of Record](#)
[Access to Information and Privacy Requests Personal Information Bank](#)

[Administrative Services Class of Record](#)
[Parking Personal Information Bank](#)

[Boards, Committees and Councils Class of Record](#)
[Governor in Council Appointments Personal Information Bank](#)
[Members of Boards, Committees and Councils Personal Information Bank](#)

[Business Continuity Planning Class of Record](#)

[Proactive Disclosure Class of Record](#)
[Hospitality Personal Information Bank](#)
[Travel Personal Information Bank](#)

[Security Class of Record](#)
[Identification and Building-Pass Cards Personal Information Bank](#)
[Personnel Security Screening Personal Information Bank](#)

[Travel Class of Record](#)
[Travel Personal Information Bank](#)

Classes of Personal Information

Subject Files and Routine Correspondence

Some Corporation programs and activities result in the accumulation of personal information that is not contained in the information banks described above. This personal information is stored within subject files described as part of the Classes of Records, where records are not normally retrieved by name of individual or other personal identifier. This form of personal information consists of inquiries regarding particular justice matters as well as requests for publications and reports. The information is normally retrievable only if specifics are provided

concerning the subject matter. Retention of this form of personal information is controlled by the records schedules of the subject files in which the information is stored.

Manuals

- ECBC Policy and Procedures Manual
- ECBC Program Guidelines
- Atlantic Innovation Fund - Policy and Procedures Manual
- Business Development Program - Policy and Procedures Manual
- Innovative Communities Fund Manual
- Women in Business Initiative Framework
- Young Entrepreneur Development Initiative Framework
- ECBC Remediation Objectives Guidance Document
- ECBC Environmental and Mine-Water Sampling Standard Operation Procedure Manual
- ECBC Master Health and Safety Plan
- ECBC Environmental Management Plan
- ECBC Real Property Framework

Additional Information

Please see the introduction to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For additional information about the programs and activities of Enterprise Cape Breton Corporation, please contact:

Head Office
Enterprise Cape Breton Corporation
70 Crescent Street
P. O. Box 1750
Sydney, Nova Scotia B1P 6T7

Telephone: 902-564-3600
Toll-free: 1-800-705-3926
Facsimile: 902-564-3825
E-mail: info@ecbc-secb.gc.ca
Internet: www.ecbc-secb.gc.ca

Requests submitted under the Access to Information Act or the Privacy Act should be addressed to the following:

Access to Information and Privacy Coordinator
Enterprise Cape Breton Corporation
70 Crescent Street
P. O. Box 1750
Sydney, Nova Scotia B1P 6T7

Telephone: 902-564-3600
Toll-free: 1-800-705-3926

Please note: Each request made to Enterprise Cape Breton Corporation under the Access to Information Act, must be accompanied by an application fee of \$5.00, cheque or money order made payable to Enterprise Cape Breton Corporation.

Reading Room

In accordance with the *Access to Information Act*, an area on the premises of this institution has been designated as a public reading room. The address is:

Enterprise Cape Breton Corporation
70 Crescent Street
P. O. Box 1750
Sydney, Nova Scotia