

COURTS PERSONNEL AND EXPENDITURES SURVEY
SCORING RULES - OFFICE OF THE COMMISSIONER FOR FEDERAL JUDICIAL AFFAIRS

GENERAL NOTES AND INSTRUCTIONS:

- 1. Purpose of Survey:** The Courts Personnel and Expenditures Survey, conducted biennially by the Courts Program, Canadian Centre for Justice Statistics, collects information on court personnel and the costs of operating the Canadian court system. This information assists the partners in the Justice Initiative in addressing their policy and management agendas.
- 2. Fiscal year:** All data requested pertain to the fiscal year **April 1, 2002 to March 31, 2003**.
- 3. When Data are Not Available or Not Applicable:** If you are unable to break down the categories into their component parts (e.g. Administrative Personnel by Sex), please provide the aggregate total and indicate 'N/Av' (Not Available) in the appropriate cell(s).

Similarly, if a particular figure is not available, please indicate 'N/Av' or, preferably, provide a reasonable estimate of the figure - estimates should be indicated by 'e' (estimate). For example, an estimate of \$265,000 in Salaries and Wages for Administration Staff would be written as '\$565,000 (e)' in the corresponding cell.

If a particular category is not applicable, please indicate 'N/Av' (Not Applicable).

SECTION 1: Personnel as of March 31, 2003 by Category and Sex (rounded to the nearest full-time equivalent)

- This section refers to the **actual number of full-time** as well as **permanent part-time** employees who were on the OCFJA's payroll as of March 31. If counts are only available from the pay period ending closest to March 31 (but not beyond), report these figures.
- Convert 'permanent part-time' employees to a **full-time equivalent**. For example, three permanent part-time employees who each work twelve hours a week should be scored as one full-time employee.
- '**Contracted services**' (i.e. individuals or agencies who are not on the payroll) are excluded from the personnel counts; however, the costs associated with this work should be included with 'Other Operating Expenditures' (line 14) in Section 2.

Category of Personnel

Administration Staff (line 1): **Include** all staff involved in any of the following activities: the administration of Part I of the Judges Act; the development and provision of language training programs to federally appointed judges; the editing and publishing of the Federal Court Reports; reviewing the Judges Act and recommending appropriate amendments, administering the Judicial Appointments Secretariat; or the administration and preparation of budgetary submissions for the Canadian Judicial Council Secretariat.

Other (please specify) (line 2): **Include** any staff not mentioned above. Please provide details in the space provided.

Total (line 3): sum of lines 1 and 2.

SECTION 2: Expenditures

General Rules:

- Report actual expenditures to the nearest dollar.

2. Expenditures represent gross expenditures. Do not include revenues and recoveries. (In the case of cost-recoveries, the gross amount of the expenditure should still be reported, regardless of the recovery amount).
3. **Do not include** large 'capital expenditures' (i.e. expenditures for the purchase of long-term assets). Small capital expenditures such as furniture, cabinets and shelving should be included.
4. **Record only those expenditures that are paid from the budget of the Office of the Commissioner for Federal Judicial Affairs.** If a particular expenditure is not part of the OCFJA budget, then it should be indicated by writing 'N/Ap' in the appropriate cell.
5. **All expenditures paid by sources external to the Office of the Commissioner for Federal Judicial Affairs branch should be reported in Section 5**, as opposed to Section 2 (i.e. if another branch within your department, or another department is responsible incurs the expense for a particular expenditure which is part of the delivery of OCFJA's services).
6. Since the OCFJA is currently responsible for the payment of salaries, benefits and other expenditures such as language training and development for Section 96 judiciary, as well as judges of the Federal Court of Canada and the Tax Court of Canada, please provide these expenditures.

Type of Expenditure:

Salaries and Wages (lines 4 to 6): **Include** all salaries, wages and benefits for all personnel as indicated in Section 1, including overtime and awards for full-time civil servants. Holiday pay, long service payments, isolation pay and bursaries should also be reported here.

Benefits (lines 7 to 9): All payments made to employees which are neither salaries nor wages, are considered benefits.

If benefits are not paid for by the OCFJA they should be reported in Section 5 (External Expenditures).

If the exact benefit payment amount is unknown, an estimate is acceptable (e.g. a percentage value applied to the total salary amount). Please indicate in the Comments Section 6 how the estimate was obtained.

Examples of benefits would include employer's contribution to:

- | | |
|--------------------------------|--|
| - Canada Pension Plan (CPP) | - worker's compensation/disability payments |
| - Unemployment Insurance (UIC) | - death benefits |
| - Superannuation/Pension Plan | - maternity leave payments |
| - Health Insurance Plan | - severance pay |
| - Dental Plan | - clothing allowance |
| - Group Life Insurance Plan | - transportation allowance |
| | - miscellaneous allowances (e.g. contribution to plans such as Visioncare) |

Other Expenditures:

Judges' Salaries and Wages (line 10): **Include** all payments of salaries and wages paid to the judges of the Federal Court of Canada, the Tax Court of Canada and all federally appointed judges of the appeal and superior courts of the provinces and territories.

Judges' Benefits (line 11): **Include** all payments of benefits paid to the judges of the Federal Court of Canada, the Tax Court of Canada and all federally appointed judges of the appeal and superior courts of the provinces and territories.

Judges' Allowances and Annuities (line 12): **Include** all payments of allowances and annuities paid to the judges of the Federal Court of Canada, the Tax Court of Canada and all federally appointed judges of the appeal and superior courts of the provinces and territories. **Do not include** pensions paid out to retired judiciary or surviving spouses.

Judges' Language Training and Development (line 13): **Include** all costs incurred for the language training and development of judges such as course costs, tuition fees, reference materials, associated supplies, etc.

Other Operating Expenditures (line 14): **Include** all other operating expenditures not elsewhere mentioned such as: travel; communications (e.g. telephone-related expenses, telex, fax); office and computer supplies; maintenance and repair services; medical services; contractual services (e.g. legal services, professional services, etc.); printing of forms; vehicle repair and maintenance; transportation; storage; furniture and equipment; training and development for OCFJA staff, etc.

Do not include building occupancy costs, capital costs related to building construction, maintenance, or leasing costs.

Total (line 15): The sum of lines 10 to 14.

Total Expenditures (line 16): The sum of all salaries and wages, benefits, and other operating expenditures (sum of lines 6, 9, and 15).

SECTION 3: Federally Appointed Judiciary - Provincial/Territorial and Federal Courts (rounded to the nearest full-time equivalent)

General Rules:

1. This Section refers to the number of federally appointed judiciary on the bench as of March 31.
2. Indicate the number of federally appointed judiciary (male and female), for each province and territory, as well the federal courts. Also requested is the same breakdown by level of court (e.g. appeal versus superior court).
3. Provide sub-totals as indicated for each province and territory.

SECTION 4: Salaries, Wages and Benefits, and Other Expenditures for Federally Appointed Judiciary

General Rules:

1. Please provide the amount of salaries and wages paid to federally appointed judiciary, by province/territory and level of court. The total for this column should match the amount entered on line 10 (Section 2). For a definition of inclusions and exclusions for salaries and wages, see page 2 of these Scoring Rules.
2. Provide the amount of benefits paid to federally appointed judiciary, by province/territory and level of court. The total for this column should match the amount entered on line 11 (Section 2). For a definition of inclusions and exclusions for benefits, see page 2 of these Scoring Rules.
3. Provide the amount of all other expenditures related to federally appointed judiciary (e.g. language training and development, judges' allowances and annuities, etc.), by province/territory and level of court. If this total does not match the total of lines 12 and 13 (Section 2), please indicate the reason in the Comments section 6.

We acknowledge that there may be expenditures which are fundamental to the function of the OCFJA, but which are not actually part of the OCFJA's budget. Rather, another branch or another department incurs the expense for these items. For instance, OCFJA expenditures such as computers and computer service, communications, furniture, legal advice, personnel and finance, and translation may be covered by a central administration branch or another department. Please indicate such expenditures in this section.

SECTION 5: External Expenditures

1. List the type(s) of external expenditures, the amount paid by the external source, as well as the establishment responsible for the payment of each expenditure.
2. Note that a list of external expenditures reported in your last data submission (for the 2000-01 fiscal year) has been provided, if applicable.

SECTION 6: External Expenditures Not Available from the Office of the Commissioner for Federal Judicial Affairs

If you are unable to provide the dollar value of any expenditure paid by an external source, please provide the details as to the type of expenditure, the establishment responsible for the payment, as well as the name and telephone number of a person whom we could contact that could possibly provide this information.

Additional Notes and/or Comments

1. Explanatory notes regarding any data would be both welcome and encouraged.
2. We especially encourage you to provide your comments and/or suggestions regarding the questionnaire design in order to maintain a balance of the best quality data and the least amount of response burden.
3. If you require additional space, please attach a separate sheet.

Name and Signature of Correspondent

1. This should be someone who can answer inquiries concerning the information on the form.
2. Please provide the telephone and facsimile numbers of the correspondent for any possible follow-ups of information provided.
2. Provide the date the form was completed.

For additional information please contact:

Nicole Kelly, Courts Program
Tel: (613) 951-6603
E-mail: nicole.kelly@statcan.ca

