



Hazardous Materials Information  
Review Commission

Conseil de contrôle des renseignements  
relatifs aux matières dangereuses

**Hazardous Materials Information Review Commission**  
Annual Report 1998/1999

*Renewal*

Canada

Hazardous Materials Information Review Commission  
Annual Report 1998/1999

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Hazardous Materials  
Information Review Commission

Conseil de contrôle des renseignements  
relatifs aux matières dangereuses

July 30, 1999

The Honourable Allan Rock, P.C., M.P.  
Minister of Health  
East Block  
House of Commons  
Ottawa, ON K1A 0K6

Dear Minister:

I am pleased to submit to you the Annual Report of the Hazardous Materials Information Review Commission, pursuant to section 45(1) of the *Hazardous Materials Information Review Act*. The Report covers the fiscal year ending March 31, 1999.

Yours sincerely,

Weldon Newton

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## THE COMMISSION MANDATE

Under the authority of the *Hazardous Materials Information Review Act* and the provincial and territorial Occupational Health and Safety Acts, the Hazardous Materials Information Review Commission is an administrative agency charged with carrying out a multi-faceted mandate:

- to formally register claims for trade secret exemptions, and issue Registry Numbers;
- to issue decisions on the validity of claims for exemption using prescribed regulatory criteria;
- to make decisions on the compliance of Material Safety Data Sheets (MSDSs) and labels within the Workplace Hazardous Materials Information System (WHMIS) requirements as set out in the *Hazardous Products Act* and *Controlled Products Regulations* and various provincial and territorial Occupational Health and Safety Acts; and
- to convene independent, tripartite boards to hear appeals from claimants or affected parties on decisions and orders issued by the Commission.

The Commission's clientele consists of a number of WHMIS stakeholders: suppliers and employers in the chemical industry who wish to protect their trade secrets from being disclosed on MSDSs or labels; employers who rely on supplier MSDS information to prepare their own workplace MSDSs and training programs; and labour representing all workers who are exposed to these products.

### RESIDENT'S MESSAGE

The past year has been a challenging one for the Hazardous Materials Information Review Commission (HMIRC). We have faced complex and critical choices. In our efforts to modernize the Commission, we have gone through an internal process of revisiting and updating our vision, mission, and operating principles. I have made the renewal process my top priority since accepting the position of President and CEO of the Commission in May 1998, and staff embraced the need for change and set about creating it.

The Commission's dual role is to balance the right of chemical companies to protect trade secrets and the need of workers to have accurate health and safety information about hazardous chemicals. The Commission, which was created in 1987 as part of the Workplace Hazardous Materials Information System (WHMIS), is a model of industry, labour and government consultation, consensus and co-operation. Ten years of changing times and changing markets made it necessary to re-evaluate the Commission's approach to fulfilling this mandate.

Over time, some members of industry had become discontented with various aspects of our work and there was a growing need for a more client-oriented approach to service delivery. But the ultimate challenge, however, continues to lie in our organization's commitment to meeting the needs and interests of both industry and workers equally. By May of 1998, substantial work had already been done to determine the initial stakeholders' views about the Commission, and in October the Minister of Health requested that HMIRC conduct a more widespread consultation with all interested parties. Working together with our stakeholder groups, staff created the Commission's first Strategic Plan entitled *Commission Renewal: Blueprint for Change*.

The Strategic Plan was the springboard for open, honest and challenging dialogue, and acted as a gathering place around which all our stakeholders met to review, reaffirm and enhance the services offered by the Commission. Throughout the process, everyone was motivated by concern for the Commission, recognizing its role and importance, and I am grateful for everyone's patience, support and enthusiasm. I would like to thank the Council of Governors, the members of the Intergovernmental WHMIS Coordinating Committee, HMIRC claimants, industry association members, labour association members, Commission staff and those from various federal government departments who assisted us in this renewal effort.

We have already succeeded in giving the Commission's staff a renewed sense of value – recognizing their contribution, and giving them the scope to perform to their full potential. We have found new solidarity with our partners in labour, industry and government.

This has given rise to expectations. I have never been fearful of expectations. They are a motivation to deliver to the best of our abilities.

**Weldon Newton**

## HMIRC: A NEW ORGANIZATION

The Hazardous Materials Information Review Commission will be a model public service organization in the next millennium. We are not changing the fundamentals of what we do: enabling industry to protect trade secrets, and enhancing worker safety by reviewing the safety information chemical suppliers and employers provide on products used in the workplace. Instead, we are changing the way we accomplish these things. HMIRC will be a renewed, revitalized and progressive organization for the years to come.

Over the last year, we have been searching for ways to change in order to best fulfill HMIRC's mandate, serve our clients and participate in partnerships with governments, industry and labour. As a result, we have found creative and innovative ways to serve the Canadian worker, the chemical industry, and federal, provincial and territorial occupational health and safety programs.

### Protecting trade secrets and enhancing workplace safety

The Hazardous Materials Information Review Commission was created on October 1, 1987 and it is accountable to the Parliament of Canada through the Minister of Health. HMIRC is a model of industry, labour and government consultation, consensus, and co-operation. Our uniqueness is exemplified by the fact that we derive our mandate and program accountability from federal, provincial, and territorial legislation.

The Commission enables chemical companies to protect their trade secrets, and while doing so ensures that accurate health and safety information about hazardous chemicals is available to workers in order to reduce workplace-related illness and injury. The Commission's activities are key components of the Workplace Hazardous Materials Information System, which was created in the late 1980s through a consensus of labour, industry and government. The success of WHMIS depends on co-operation among all these partners. All three groups today play a part in ensuring that the information workers need to know about hazardous chemical products is available.

*The vision and strategy of HMIRC demonstrates a firm commitment to the renewal process.*

JUDSON LEW  
HENKEL CANADA LTD.



WHMIS requires that manufacturers and suppliers provide employers with information on the hazards of materials produced, sold, or used in Canadian workplaces. The employers, in turn, provide that information to employees through product labels, worker education programs, and Material Safety Data Sheets (MSDSs). A product's MSDS must fully disclose all hazardous ingredients in the product, its toxicological properties, any safety precautions workers need to take when using the product, and treatment required in the case of exposure.


When a supplier creates a new or improved product and wants to protect, for example, the identity of one or more of the ingredients or the concentration, the company applies to HMIRC for an exemption from the requirement to list all hazardous ingredients on the product's MSDS. Once the application is complete, HMIRC registers the claim and the product can be made available in the marketplace. The Commission then issues a decision on the validity of the claim and, to protect worker safety, verifies the compliance of the MSDS and label with the *Hazardous Products Act* and *Controlled Products Regulations*, and with provincial and territorial Occupational Health and Safety Acts. The Commission issues orders for any changes that are necessary to the MSDS or product labels.

If the Commission finds that the information can be considered a trade secret, the company's exemption claim remains in effect for three years. At the end of that period the company can refile a claim for exemption.

All the decisions and orders of the Commission can be appealed before an Appeal Board. Each Appeal Board has three members – a Chairperson, a representative of suppliers or employers, and a representative of workers.

### **The traditional approach**

Our dual role – of protecting worker safety and trade secrets – means that the Commission has a unique relationship with labour and industry. Both parties have an interest in what we do and how we do it. To that end, the Commission has an interest in developing positive working relationships with industry and labour, all with the goal of enhancing safety for workers.



*We want, and we believe  
in workplace safety.*


WELDON NEWTON  
HMIRC PRESIDENT



The Commission's traditional approach to its mandate was perceived as rigid and made it difficult for a truly effective working relationship to be created with industry. It did not allow for as much interaction as is now envisaged – communication and sharing of information that will lead to a compliant MSDS.

Over the past decade, the role of government and the interaction between government, industry and labour changed across society. Methods that had once been accepted came to be seen as overly bureaucratic. In addition, the last decade has witnessed the evolution of technology to the point where people now expect to have information easily available at the start of a process, so they can avoid problems in their dealings with government agencies.

## Calls for changes



As times changed, industry called for changes from the Commission. These feelings of dissatisfaction, which the Commission had heard as murmurs for some years, became a low roar in mid-1997. At that time, the Commission's Council of Governors, which oversees its work, authorized a consultant to review industry concerns about HMIRC. Industry representatives expressed discontent with the broad scope of the Commission's mandate and the bureaucratic nature of the review process. They also complained about what they perceived as high fees for filing trade secret claims and said that they found the appeal hearings took too long and were too costly.

The consultant expressed the conclusions of his review in a report to HMIRC's Council of Governors. The Council of Governors endorsed eleven of the report's recommendations unanimously but did not reach consensus on two others. The Council reported this to the Minister of Health in May 1998. Later that same month, Mr. Weldon Newton was appointed President and Chief Executive Officer of the Commission.

## Ideas for renewal – building on our experience

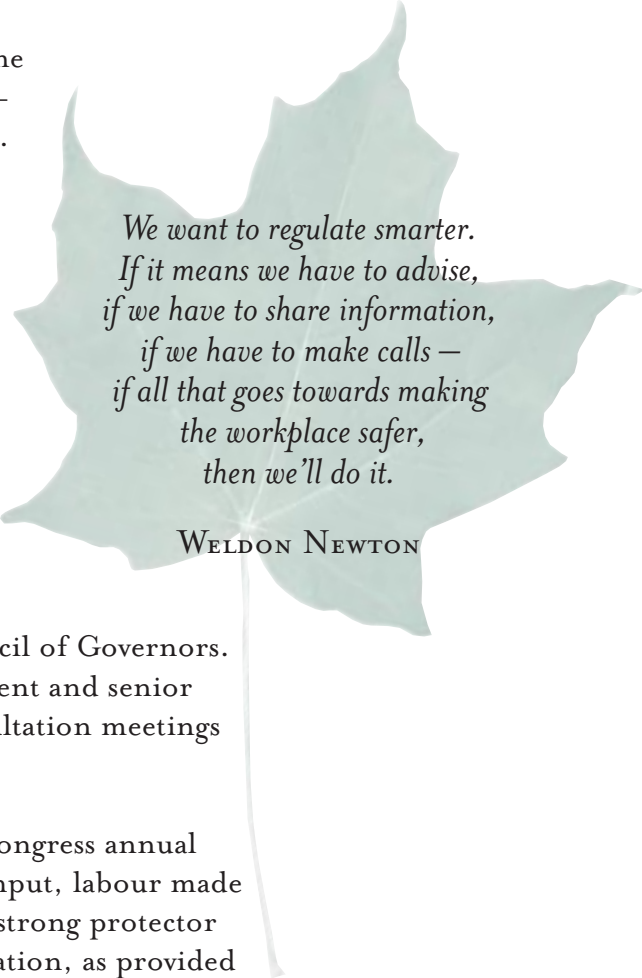
In October, the Minister requested that Mr. Newton conduct a more widespread renewal consultation with all interested parties. The Minister also requested that the Commission undertake an assessment of the potential impact of the implementation of the Council's Report recommendations on the operations of the Commission.

The President and staff were eager to examine HMIRC's operating procedures and working relationships. In a few intense months during the fall of 1998, Commission staff took stock of their experience in handling more than 3,000 claims over eleven years, and developed ideas for renewal that more specifically addressed the issues raised by claimants. This effort included a survey of staff which determined that they were ready to support change. The survey was followed by a first-ever staff retreat where they gained a better appreciation of the program problem areas and undertook an analysis of solutions. This was an extraordinary year for staff, who were double-tasked to carry on with day-to-day operations while creating and developing the ideas and concepts – such as our three business lines – that will provide the basis for the Commission's future.

Throughout this period of analysis and development there was extensive collaboration between Commission staff and the Council of Governors. Monthly meetings began in November during which Council provided valuable guidance and helped shape the vision. This critical contribution developed the consultation process and the conceptual framework that led to the Commission's first Strategic Plan.

In January 1999, the Commission presented a consultation draft of the Strategic Plan to the Council of Governors. With Council's endorsement to proceed, the President and senior management set out to organize the first-ever consultation meetings with the Commission's stakeholder groups.

A presentation was made at the Canadian Labour Congress annual Health and Safety Workshop in February. In their input, labour made clear its expectation that the Commission remain a strong protector of their right to workplace health and safety information, as provided for in the WHMIS legislative scheme.



*We want to regulate smarter.  
If it means we have to advise,  
if we have to share information,  
if we have to make calls –  
if all that goes towards making  
the workplace safer,  
then we'll do it.*

WELDON NEWTON

Next, the Intergovernmental WHMIS Coordinating Committee (IWCC) was consulted. This meeting was an opportunity for the Commission to strengthen the partnership with federal, provincial and territorial WHMIS colleagues. The IWCC indicated support for the continuation of HMIRC's mandate and the key elements of the Strategic Plan.

On March 30th, in Toronto, the Commission's senior staff met with representatives from 21 companies, several from outside the country, who are responsible for the majority of claims filed with the Commission. The claimants were encouraged by the vision of HMIRC in the Strategic Plan. While this was the first such meeting in the Commission's history, it will not be the last. The Commission is committed to open dialogue and face-to-face discussions with all stakeholders on a regular basis in the future.

Our Strategic Plan is truly a Blueprint for self-directed change. It has enabled the Commission to develop a dialogue with industry and labour on how we accomplish our goals using improved procedures and approaches. It is not a series of high-sounding ideals without practical foundation. It is not a mere tinkering at the edges of what we do. Informed by the wealth of nearly 12 years of experience, it is a detailed description of workable ideas that herald a new era for the Commission.

## **The new approach – faster, simpler, more responsive**

We are changing the way we relate to industry. The Commission will provide more assistance to industry at the beginning of the application process. The flow of information about WHMIS policy and interpretation will be improved. We have plans to develop a web site where we can share information with industry and labour, and work to standardize information in a number of areas.

Where possible, we will attempt to achieve voluntary changes to MSDSs. We are exploring options for a simplified appeals process.

Our fee structure will be examined with Treasury Board Secretariat. This will ensure that cost-recovery is supportable by government policy and that clients are being fairly charged for the work performed.

We are also improving and expanding partnerships with our WHMIS colleagues in the federal government, the provinces and territories. The Commission administers provincial and territorial legislation that applies to employers and workers. Suppliers come under federal jurisdiction and enforcement is delegated by the federal government to the provincial and territorial health and safety inspectors. These inspectors can identify products that contain trade secret formulations that may not have been submitted to the Commission. As part of the WHMIS collaboration, we are exploring how we can make the expertise of our toxicologists available to provincial and territorial organizations. One example of this initiative is the distribution of Toxicity Profile Summaries (which have been prepared for certain chemical substances) to fellow members of the IWCC.

The goal of all of these changes is to encourage and assist industry to achieve early compliance with WHMIS requirements. It follows that early compliance means that workers have accurate health and safety information in a timely fashion. We are committed to providing service that is better and faster and to doing our job at a fair and reasonable cost. We are changing the way we work. What will not change is the dual role of the Commission in protecting trade secrets while ensuring that health and safety information in the workplace is accurate.

### **We work with many others concerned with worker safety**

We recognize that we do not work alone. The WHMIS program is an integrated activity with many partners. The Commission will continue to work closely with the agencies responsible for enforcing WHMIS requirements – Health Canada, Human Resources Development Canada, and the various provincial and territorial occupational health and safety agencies – and with our labour and industry stakeholders, to secure worker safety while supporting industrial innovation by protecting their commercial trade secrets.



#### VISION FOR THE NEW HMIRC

The Commission will:

- Be a client-oriented agency committed to improving service quality and timeliness at a fair and reasonable cost to those who directly benefit from our work.
- Provide regulatory decision-making that is based on sound scientific principles and take pride in being a professional regulatory organization seeking creative and progressive approaches to enhancing workplace safety.
- Resolve complaints and disputes, whether under statutory mandate or not, in a manner that is impartial, fair and prompt.

## A DAY IN THE LIFE OF THE PUBLIC SERVICE OF CANADA

The Commission was pleased to have one of its staff participate in the project A Day in the Life of the Public Service of Canada. Ms. Susan Montsion, Client Services Officer, was profiled in this project by The Leadership Network, which showed the diversity of work done by federal Public Service employees. The project highlighted the dedication of Public Service employees and focused on people who are enthusiastic about their work. We are proud that Susan was chosen as a representative of the Government of Canada.

### Susan Montsion, Client Services Officer

Hazardous Materials Information Review Commission  
National Capital Region



Susan Montsion cares. She cares about her job, about her clients and about the Public Service. "I'm interested in what I do and I want to do a good job," says Ms. Montsion, a Client Services Officer at the Hazardous Materials Information Review Commission. She bends over backwards to give good service, and it makes her angry when people criticize government employees for being lazy. "I think public servants do care," she insists. "I know lots of other public servants who care."

The Hazardous Materials Information Review Commission is an independent organization that reports to Parliament through the Minister of Health. Its role is a balancing act, protecting the worker's right to know about hazardous materials in the workplace along with industry's right to safeguard its trade secrets. Its clients are chemical supply companies and employers who produce or use products that contain hazardous ingredients, as well as all workers who might be exposed to these products.

On the front lines of the organization, Ms. Montsion responds to telephone enquiries – and sometimes complaints. “All calls come to me,” she says with a smile. Sometimes a single call can last up to 45 minutes. She walks clients through the complexities of the Commission’s legislation dealing with hazardous materials and coaches them on how to apply for an exemption from the requirement to disclose confidential business information. Her thoroughness and ability to explain complex regulations in layman’s terms have won her a lot of satisfied customers. “When people see a government form, they tend to freeze up,” she says, “but in most cases it’s not as difficult as it seems.”

In her 10 years with the Commission, Ms. Montsion has done a lot more than clarify government procedures. From explaining to American callers how to send our government a cheque in Canadian funds, to helping clients network with others in their own business, her genuine desire to help takes her beyond the call of duty. “It’s really quite amazing some of the things people ask me about, but client services is the part of my job I enjoy the most,” she says. “I want to give people the information they need to carry on and do business and I try to leave them with a good impression of government.”





## OUR BUSINESS LINES

HMIRC has lots of work to do to respond to the need for change and renewal. Part of our strategy has been to characterize our operations on the basis of three business lines. The three business lines will be identified as:

1. Client Services
2. MSDS Compliance
3. Dispute Resolution

These changes, and the action plans implemented within each of these programs, are designed to provide our clients with better and faster service. Unique in nature, the three business lines utilize individual processes and approaches in response to the different roles they are mandated to carry out. The creation of these new business lines represents a positive and pragmatic step towards modernizing our services and meeting our clients' changing needs.

The success of HMIRC's three new business lines is supported by a very strong Corporate Services Section. To ensure that our new business lines operate effectively and efficiently, the Commission will act to enhance Corporate Services in three important areas: communication, information technology, and security. Ensuring our computer systems are Year 2000 compliant has given us the opportunity this year to do much towards modernizing our method of recording, registering, tracking and managing claims. We also plan to launch a web site that will serve to better inform claimants and all stakeholders about our processes and standards.

### Client Services

The responsibilities in this area involve the formal registration of claims for exemption, the issuance of Registry Numbers, and the security of claim-related information. Service to clients begins when the Commission is contacted by a company wanting to make a claim and needing to know what the process involves.

Client Services will assist companies to protect confidential business information while at the same time meeting their WHMIS obligations. Information will be provided that can help companies present complete and accurate MSDSs with their claims. Our planned web site will help us share this information with industry and labour. Annual workshops are also planned to bring staff into more contact with stakeholders.



We will develop a process for clients to attest that they have met the criteria established in the *Hazardous Materials Information Review Regulations*, instead of providing detailed information to substantiate the claim, as they now do. For claims being refiled at the end of the three-year exemption period, the registration renewal procedure will be amended to a notification procedure in which the company attests to the continued validity and accuracy of the MSDS in question. Our processes will be expedited by this new approach.

Once the application is accepted as complete, we will issue the company a Registration Number for the claim in no more than seven days, and often much more quickly. The Commission will be setting new service standards for work related to MSDS reviews.

We are also looking at innovative ways to handle products that companies wish to test market in Canada. Streamlining our processes will lead to faster approvals if appropriate, and will permit us to fast-track applications for products deemed to involve a more significant health and safety hazard.

### MSDS Compliance

It is the responsibility of Screening Officers to decide on the compliance of MSDSs and product labels pursuant to the *Hazardous Products Act*, the *Canada Labour Code*, and provincial and territorial Occupational Health and Safety Legislation, and to determine whether they are within the WHMIS regulatory requirements.

When a Screening Officer begins working on a file, the first step is usually to build a bibliography of scientific information relevant to each of the product's ingredients. The Officer will be alert for new information not available when the claim was filed, or information of which the company might not have been aware, trying to ensure that the MSDS reflects the current state of knowledge about the hazards that may be associated with a product.



#### THE CLIENT SERVICES PROGRAM IS DESIGNED TO ENSURE THAT:

- Professionalism, cost-effectiveness, timeliness and responsiveness define our claim registration service.
- A firm understanding of business/government relations guides our service delivery.
- Fairness and justice reflect our processes.
- Openness and accountability encourage client feedback.
- Prompt and courteous service define our complaint management process.

Evaluators assess this information and advise the Screening Officers on the health and safety hazards posed by the product. In past years, the Evaluators were employees of Health Canada, but in December 1998 these positions were transferred to the Commission, improving various aspects of the working relationship with the Screening Officers. The goal is a better flow of information between the claimants, the Screening Officers and the Evaluators, helping to reduce the amount of time required to review claims. Increased communication between all parties prior to a decision may also result in fewer disputes at a later stage. Every effort will be

made to ensure that the transfer of the Health Canada WHMIS Evaluation Section to HMIRC contributes to a more cost-effective approach to MSDS review.

#### THE MSDS COMPLIANCE PROGRAM IS DESIGNED TO ENSURE THAT:

- While respecting the confidentiality provisions of the legislation, openness, accessibility and transparency guide our actions to regulate in the public interest.
- Fairness is the cornerstone of our decision making process.
- A firm dedication to ensuring workplace health and safety, and sound scientific principles, judgement and information guide the decisions we render.
- Stakeholder satisfaction drives our process for complaint management.
- High standards direct our annual program performance review.

We plan to expand upon a current MSDS compliance pilot project which offers claimants and affected parties an opportunity to review and comment on the health and safety information and advice provided to Screening Officers. This initiative has significantly enhanced the transparency of the MSDS review and decision-making processes and has been well received by a number of claimants. We will also embark on the design of a process that will provide an opportunity for the claimant to bring about certain improvements to the MSDS, with Commission assistance, prior to a formal review by the Screening Officer.

There will be more opportunities for staff to take training that will help them stay abreast of global developments in health, safety, and chemical toxicology. This will enable the Commission to deliver regulatory program services in a manner which meets high standards of service and satisfies the expectations of our clients.

## Dispute Resolution

The Dispute Resolution Program is intended to supplement and work in conjunction with the current appeals process.

When an appeal is launched, the Commission's Chief Appeals Officer must ensure that a three-person board is appointed to hear an appeal.

Getting qualified people to accept this challenge, and determining when and where in Canada they can meet often takes several months.

The appeals process may take up to two years. While an appeal is underway, the product's MSDS is in the workplace even though it may later be determined that there is erroneous or incomplete information. Our current appeals process will be examined to see whether it can be simplified and streamlined to ensure that appeals are heard expeditiously and in a cost-effective manner.

The Commission will develop a Dispute Resolution Program through tripartite consultations to define the needs of our stakeholders. Guidelines will be established for our clients outlining the different options of the Dispute Resolution Program, while ensuring that a formal recourse mechanism is available. The aim is to provide all parties with a range of options for discussion on issues arising from decisions and orders of the Commission in a manner that is cost-effective and fair to everyone involved. The design of the Program is still at its developmental stage.

We will also implement a Complaint Management System to deal with service complaints. We will develop service standards to identify and resolve problems, and ensure there is a feedback mechanism to identify problems before they arise, thereby preventing recurring issues. Our staff will be trained to control and monitor these systems to achieve a high level of quality of service.

Having incorrect or insufficient information in the workplace is a serious health and safety concern. Removing obstacles, wherever we can do so prudently, will help attain the goal of enhancing worker safety by expediting correction of MSDSs to reflect WHMIS requirements.



### THE DISPUTE RESOLUTION PROGRAM IS DESIGNED TO ENSURE THAT:

- Clarity and straightforwardness reflect our service and information delivery.
- Expeditious resolution of cases, transparency of activities, and informality direct our complaint and dispute-resolution processes.
- Effective procedures and methods facilitate the identification and resolution of complaints.
- Our unbiased approach to the decision-making process ensures impartial service to all parties.
- Flexibility and fairness are reflected in our dispute resolution options.
- Durable outcomes ensure better compliance, fewer disputes and improved relations for all parties involved in case settlements.
- All parties will be encouraged to seek consensus agreements in resolving their disputes.

## THE YEAR AT A GLANCE

### Claims for Exemption

As in past years, claims came principally from companies headquartered in Ontario and the United States. Claims are assessed against regulatory criteria which establish when a trade secret is deemed to exist. A valid trade secret claim permits the supplier to withhold or modify information that would normally be included in the product's MSDS. All claims for which a decision was issued this year met the criteria.

	1998-99
Claims Registered	155
Decisions Issued	143
Claims in Process	379

The Commission continues to strive to meet its published service standards. Telephone enquiries were handled within 24 hours, and written enquiries within one week of receipt.

### Appeals

	1998 - 1999
Appeals Filed	1
Appeal Hearings Concluded	0
Appeals Withdrawn	5
Appeals still in Process	1

The appeals process is seldom used, and only one new appeal was begun in 1998-1999. Each appeal may involve several order items issued by Screening Officers. Over the lifetime of the Commission, Appeal Boards have heard 8 appeals and ruled on 51 order items issued by Screening Officers. Appeal Board decisions have upheld the majority of these orders, however, a significant number have been modified or rescinded. Seven appeals have been withdrawn prior to issuance of a decision by the Appeal Board.

## MSDS Violation Statistics

In recent years we have noted a positive trend in our analysis of MSDSs filed with claims for exemption, as Screening Officers find fewer violations. We believe that this is due to companies having more experience submitting MSDSs with their claims and more knowledge about what is required for compliance.

Violation	No. of Occurrences						Total	%
	98/99	97/98	96/97	95/96	94/95			
Toxicological Properties	341	384	698	580	609	2612	33.7	
Hazardous Ingredients	301	391	716	367	238	2013	26	
First Aid Measures	72	97	114	63	113	459	5.9	
Fire or Explosion Hazard	66	49	56	104	140	415	5.4	
Hazard Classification	38	44	95	42	79	298	3.8	
Physical Data	28	29	49	48	55	209	2.7	
Headings	22	31	71	122	113	359	4.6	
Preparation Information	20	9	14	36	35	114	1.5	
Generic Chemical Identity	17	39	13	27	56	152	2	
Product Information	15	24	36	49	48	172	2.2	
Format/Wording	10	41	126	205	390	772	10	
Preventive Measures	4	3	8	5	49	69	0.9	
Reactivity Data	2	14	17	19	52	104	1.3	
<b>Total</b>	936	1155	2013	1667	1977	7748	100	
<b>No. Claims Adjudicated</b>	143	150	204	252	196	947		
<b>No. Occurrences/Claim</b>	6.5	7.7	9.9	6.6	10.1	8.2		



## Council of Governors

Geoffrey Bawden, Chair  
*Representing Manitoba*

Lawrence Stoffman  
*Representing Workers*

Gordon Lloyd  
*Representing Suppliers*

David Bennett  
*Representing Workers*

David Sheppard  
*Representing Employers*

Gerard Blanchard  
*Government of Canada*

Allan Luck  
*British Columbia*

Dan Clarke  
*Alberta*

Fayek Kelada  
*Saskatchewan*

Ed McCloskey  
*Ontario*

Yves Brissette  
*Quebec*

Richard Blais  
*New Brunswick*

Sean Casey  
*Newfoundland*

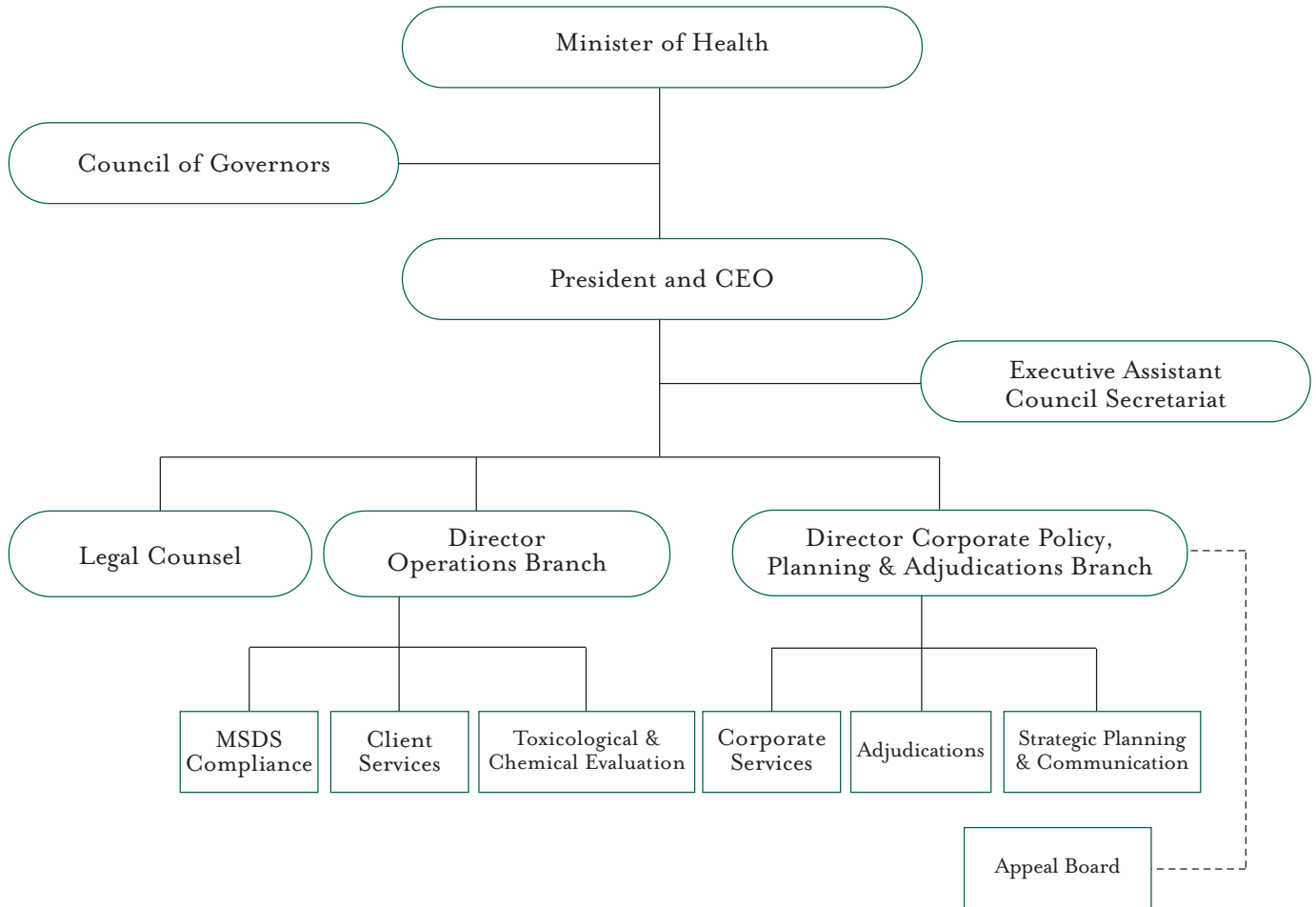
James LeBlanc  
*Nova Scotia*

Philip MacDougall  
*Prince Edward Island*

Rob McClure  
*Yukon*

Vacant position  
*Northwest Territories*

## Organization Chart







## FINANCIAL STATEMENTS

### Revenue (in thousands of dollars)

Revenue from Claims for Exemption	461
Revenue from Appeals	2
<b>Total Revenue</b>	<u>463</u>

### Expenditures (by Object of Expenditure)

Personnel	983
Transportation and Communication	52
Information	38
Professional and Special Services	71
Rentals	8
Purchased Repair and Upkeep	21
Utilities, Materials and Supplies	16
Construction and Acquisition of Machinery and Equipment	13
Sub-total	<u>1202</u>
All Other Expenditures*	16
<b>Total Expenditures</b>	<u>1218</u>

\*reflects refunds of prior years' revenue

### Human Resources

#### Full-Time Equivalents

Office of the President	2
Operations Branch	6
Corporate Policy, Planning and Adjudications Branch	5
Total	<u>13</u>

## Cost of Program for 1998-1999

(in thousands of dollars)

Commission Operating Costs	Other Costs*	Total Program Costs	Revenue	% Cost Recovery
1218	816	2034	463	23

\*Includes the following

Professional services provided by Health Canada	477
Accommodation received from Public Works and Government Services Canada	272
Compensation for administration of pay processing functions provided by Public Works and Government Services Canada	1
Employee benefits covering the employer's share of insurance premiums and costs paid by the Treasury Board Secretariat	58
Cheque issue service, federal and provincial sales tax paid by Public Works and Government Services Canada	8
Total	<u>816</u>

## PUBLICATIONS AVAILABLE

The following publications help improve understanding of the Commission and help companies file applications. They are available at no cost from the Hazardous Materials Information Review Commission, 200 Kent Street, Suite 9000, Ottawa, ON K1A 0M1, tel (613) 993-4331, fax (613) 993-4686.

- Annual Reports, 1988 to 1999
- *Commission Renewal: Blueprint for Change - 1999 Strategic Plan*
- Information Bulletins
- Claim for Exemption Form (also available in Word 97™ and WordPerfect 7™ format on diskette)
- Guide to Completing a Claim for Exemption Form
- Guidelines for Toxicological Summary Requirements
- Statement of Appeal Form

The following documents contain the various laws and regulations concerning the Commission and are available in public libraries. They may also be purchased from booksellers that carry or distribute government documents, or ordered from the Canada Communication Group, Publishing Section, Ottawa, ON K1A 0S9, telephone (819) 956-4802.

- *Hazardous Materials Information Review Act*
- *Hazardous Materials Information Review Regulations*
- *Hazardous Materials Information Review Act, Appeal Board Procedures and Regulations*
- *Hazardous Products Act*
- *Controlled Products Regulations*
- *Canada Labour Code - Part II*
- *Canada Occupational Safety and Health Regulations*
- *Provincial and Territorial Occupational Safety and Health Acts and Regulations*

The 1999-2000 Report on Plans and Priorities (*Estimates Part III*) is available in Adobe Acrobat format on the Treasury Board Secretariat Internet site:

[www.tbs-sct.gc.ca/tb/estimate/19992000/rHMIRC\\_e.pdf](http://www.tbs-sct.gc.ca/tb/estimate/19992000/rHMIRC_e.pdf)