



Environment  
Canada

Environnement  
Canada

## Ontario Region Management Services Division

4905 Dufferin Street  
DOWNSVIEW, Ontario M3H 5T4

*Teaming  
with  
Service*

**No boundaries  
No layers**

*We will help you by doing  
what we do best, so that you  
can do what you do best!*

## INTRODUCTION

*Management Services Division* is committed to providing you, our clients, with the best service within our means. We work as a team to ensure that you receive the services and products that you expect us to provide. Our extensive networking ensures that we keep in touch with the latest methods and procedures and that our information is always current.

We constantly look for cost-cutting methods without compromising quality. For instance, did you know that using an incorrect envelope size can substantially increase the cost of mailing an item? We will advise you on envelope sizes and postage rates to get your package to its destination quickly and economically.

Give us a call or drop by and talk with us. And to ensure that you know who we are, we have put pictures to our names. It can't get any easier than that.

**Office location: Library (3S607)**

**Jan:** Telephone: (416) 739-4147  
Fax: (416) 739-4212  
E-mail: Gloverj@am.dow.on.doe.ca



Jan Glover  
Manager

## PRINTING AND PUBLICATIONS

Karin Schasmin will assist you with:

- a full range of printing and publication services;
- consultation to meet your requirements and encourage cost-effectiveness;
- access to CCG in-house and private-sector printing;
- an update of forms;
- processing photographic materials;
- tracking your printing requisitions, contracts and payment.

**Office location: 1S506**

**Karin:** Telephone: (416) 739-4155  
Fax: (416) 739-4264  
E-mail: Schasmink@am.dow.on.doe.ca



Karin Schasmin

## DISTRIBUTION

- We can handle single orders, bulk shipments or mass mailings;
- we are client-controlled - you authorize what is sent and how many;
- we can manage your inventory on our computer, so you always know your stock and reprint levels;
- we can also tell you when and where a publication was sent.

**Location: 1S 506**

**RON:** Telephone: (416) 739-4528  
Fax: (416) 739-4264



Ron Donohue

## AWARDS

**Incentive, recognition and reward**

The awards program is designed to provide incentive, recognition and reward for Public Servants. We value the dedication and efforts of employees and are committed to encouraging initiative, acknowledging their efforts and rewarding their achievements. Great emphasis is placed on making recognition personal and meaningful.

The various Departmental, Treasury Board and external awards have been designed to meet the needs of today's working environment. If we do not have an award to suit your requirements, we will create one.

**Office location: Library (3S605)**

**Candi:**  
*Awards Program Advisor*  
Telephone: (416) 739-4583  
Fax: (416) 739-4212  
E-mail: Zellc@am.dow.on.doe.ca



Candi Zell

## OCCUPATIONAL SAFETY AND HEALTH

Jack Mann is the Downsview and Regional Safety and Health Officer. He provides advice on safety and health matters to all employees and is an advisor to site safety officers and representatives in the Region. He is also responsible for advising managers on their responsibilities respecting health and safety.

He personally visits every manned Environment Canada site in the Region, each year. Various types of safety training or workplace environmental evaluations can be provided during these visits.

Jack is available for consultation and/or the presentation of a variety of safety lectures. He is committed to helping you to work in a safe and healthy environment.

**Office Location: 1S506**

**Jack:** Telephone: (416) 739-4203  
Cellular: (416) 716-4203  
Fax: (416) 739-4264  
E-mail: Mannj@am.dow.on.doe.ca



Jack Mann

## ENVIRONMENT CANADA LIBRARY AT DOWNSVIEW

*Always ready to meet your information needs.*



Roberta McCarthy, Maria Latyszewskyj, Mary Bozickovic and Sheila Osborne

### Assets

The collection consists of books, reports, journals, global observational data, AES archives, WMO collection, maps, atlases, fiche, videos, CD-ROMs and newspapers. We collect comprehensively in the fields of meteorology, climatology and atmospheric sciences. In the Library you will also find materials on the water quality of The Great Lakes, hazardous contaminants, pollution, conservation of natural resources and other subject areas.

### Services

- answers to reference queries
- online and CD-ROM literature searches with access to hundreds of databases
- assistance in locating documents
- loans of materials from other libraries
- current awareness services such as custom-designed profiles based on Current Contents run semi-monthly and delivered to clients by e-mail or snail mail
- displays of recent acquisitions, of upcoming courses and conferences
- instruction in the use of the library catalogue, CD-ROMs, Internet and other information sources

### Facilities

- comfortable areas for reading and research
- CD-ROM, Internet, ELIAS (library catalogue) workstations
- fiche reader/printer and photocopier

Visit us on our Home Page: <http://wwwib.dow.on.doe.ca/library/index.ca>

You can also "telnet" directly to our library catalogue: 142.97.201.100

User name when "telnetting": LIBCAT

Fax: (416) 739-4212

**Library location: 3 South**

**Hours of service: 8:30 a.m. - 4:30 p.m. Monday to Friday**

### Maria

*Head of Operations*

Telephone: (416) 739-4828

E-mail: Latyszewskyj@am.dow.on.doe.ca

### Roberta

*Reference Librarian*

Telephone: (416) 739-5702

E-mail: McCarthy@am.dow.on.doe.ca

### Mary

*Circulation & Interlibrary Loans*

Telephone: (416) 739-4225

E-mail: Bozickovicm@am.dow.on.doe.ca

### Sheila

*Acquisitions Supervisor*

Telephone: (416) 739-4831

E-mail: Osbornes@aestor.am.doe.ca

## THE LEARNING CENTRE

The Learning Centre was established in April 1995 to assist employees in making key decisions about their career and about work-related issues which impact on their home life. The Learning Centre is designed to serve the needs of a lifelong learning society and consists of a multi-media collection including material on writing résumés and covering letters, retirement job options and ideas for small business opportunities. The collection, housed in the Downsview Library, is available for loan to all Downsview employees. Library personnel will be happy to assist you.

The Learning Centre also offers a Résumé Counselling Service to all employees of Environment Canada, Ontario Region, and AES Downsview. For further information, please contact **Candi Zell** (Awards).

**Location: Back of Library**

## CENTRAL RECORDS AND MAIL SERVICES

### At Your Service

We are committed to satisfying your records and mail services needs with maximum efficiency. We employ value-added processes to get the right information to you at the right time. Here's what we can do for you:

### Information Services

- efficient and secure storage, retrieval and disposal of records
- file creation/modification and classification services
- records holdings, circulation and transfer services
- user-friendly document retrieval

### Mail and Select Courier Services

- Canadian and International Regular, Special Delivery and Registered Mail processing
- next-day, before-noon courier services to regional and satellite offices
- Downsview internal mail processing and routing
- courier and Registered Mail delivery confirmation
- travel ticket pick-up and return

Help us to keep mailing costs down by periodically reviewing your mailing addresses and ensuring the correct envelope size.

**Location: 3S602** (next to Library)



George Georgopoulos, Craig Hutchinson, Damiana Casale, Farhad Fanian, Gus Pappas

**George Georgopoulos, Supervisor**

Telephone: (416) 739-4519

Fax: (416) 739-4212

E-mail: Georgopoulos@am.dow.on.doe.ca

*Give us a call;  
we'll get the information working for you.*



This paper contains a minimum of 50% recycled fibres, including 10% post-consumer fibres.

November 1995