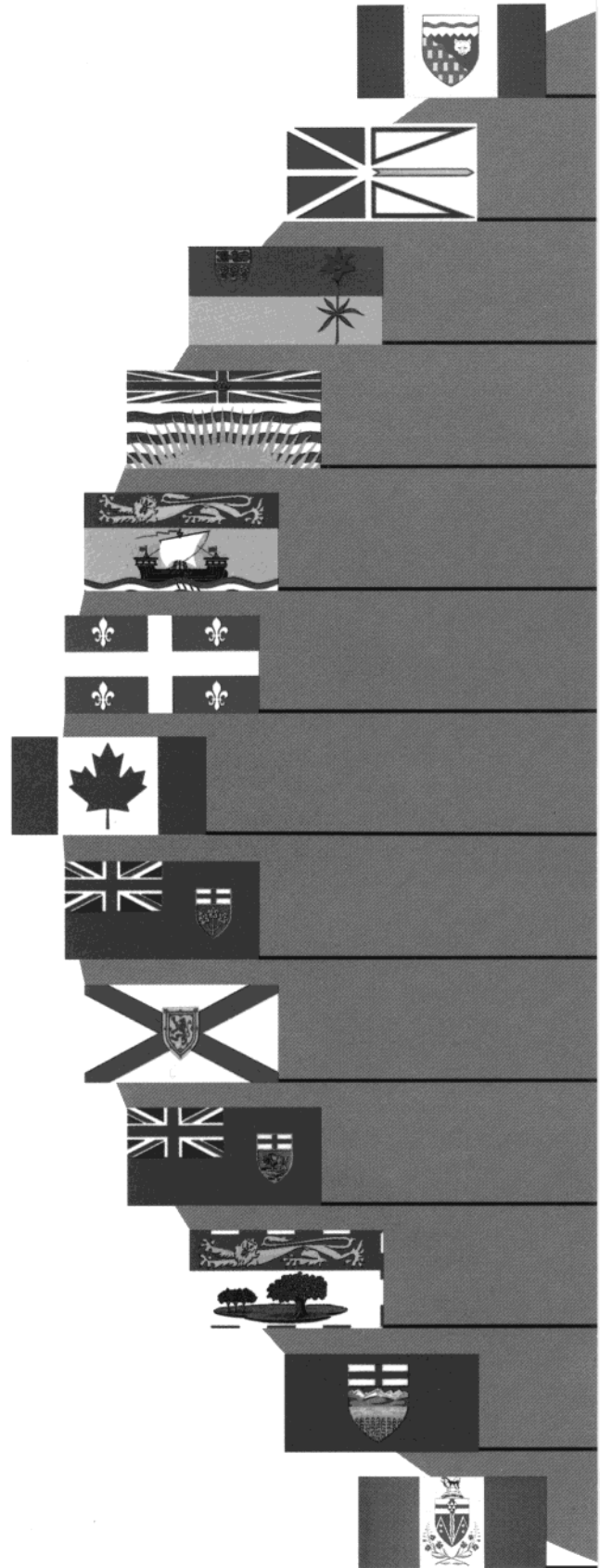




CICS

**CANADIAN
INTERGOVERNMENTAL
CONFERENCE
SECRETARIAT**

**REPORT
TO
GOVERNMENTS
1996 - 1997**



REPORT TO GOVERNMENTS

1996 - 1997

Our front cover symbolizes intergovernmental conference activity in Canada. Portrayed are the thirteen official flags of Canada, the provinces and territories, placed around a grey semi-circle depicting a conference table.

Visit our WEB site at <http://www.scics.gc.ca>. Your comments or queries are welcomed

**CANADIAN INTERGOVERNMENTAL CONFERENCE
SECRETARIAT**

REPORT TO GOVERNMENTS

1996 - 1997

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PREFACE

The Canadian Intergovernmental Conference Secretariat (CICS) is an agency that provides administrative services for the planning and conduct of federal-provincial-territorial and provincial-territorial conferences. The Secretariat was created by the First Ministers of Canada in 1973.

In addition to acting as the permanent secretariat of the federal-provincial First Ministers' Conference, CICS serves other meetings of First Ministers such as the Annual Premiers' Conference, the meetings of Eastern Premiers and New England Governors, and the Western Premiers' Conference.

The core of the Secretariat's work, however, is providing services to meetings of Ministers and Deputy Ministers. Secretariat services are available to federal, provincial and territorial departments that are called upon to organize and chair such meetings. CICS' role is to relieve those departments of the administrative tasks associated with the convening of the conferences, and to provide continuity to its clients between conferences. CICS serves conferences in virtually every major sector of governmental activity.

The services offered by CICS include: pre-conference planning and coordination; set-up of conference site facilities; interpretation; the translation, printing, control, and distribution of documents; the provision of a conference secretary to advise the chair and prepare a summary record of proceedings; media relations; security; and the provision of technical equipment, secretarial and technical assistance and other support functions. Under the chair's direction, CICS services are provided to all delegations in attendance and are available anywhere in Canada.

In addition to providing conference services, the Secretariat maintains the Intergovernmental Document Centre (IDC), an archives for conference documents and audio-visual material for the use of governments and the public. The Centre is the principal source of unclassified intergovernmental conference documentation for legislative, university, and municipal libraries in Canada. It also publishes material relating to intergovernmental conference activities.

CICS is an agency of both the federal and provincial governments and, as such, acts as a neutral intergovernmental body. Not only is its budget supported by both orders of government, but its staff is selected from both federal and provincial governments. This blend of personnel not only reinforces the intergovernmental nature of the agency but also provides a special atmosphere of cooperation within the Secretariat which is reflected in the quality of service provided to its clients.

In addition to the increasingly important cost efficiencies and the economies of scale which clients can achieve through CICS, the Secretariat also offers the usual advantages of confidentiality, continuity, neutrality, and overall expertise in the planning and organizing of high level intergovernmental conferences in Canada.

MESSAGE FROM THE SECRETARY



(Photo: Leclair)

To a considerable extent, the number of conferences served by CICS in any one year is a barometer of the intensity of intergovernmental activity of the time. So it was in 1996-1997 when the 70 conferences served reflected a return to a more usual level of activity after the uncertainty of the post-referendum period during the previous year.

Human Resources and Social Services proved to be our most active conference sector, led, in particular, by the work of the Ministerial Council on Social Policy Renewal. That sector, along with Environment, Health, and Justice accounted for more than half of all conferences served.

There were 3 main conferences at the level of First Ministers; beginning in early June with the Western Premiers' Conference in Dawson City, Yukon - the first conference at the level of Premiers' to be held in a territory. This was followed later in the month by a First Ministers' Meeting in Ottawa, and the Annual Premiers' Conference in Jasper, Alberta, in August, which featured an initial session held on board a special train travelling between Edmonton and Jasper.

Several corporate initiatives were begun in the Secretariat during the course of the year. One is a survey of client needs, the results of which will eventually be used in a strategic planning process. The second is the development of an internet website to provide up-to-date corporate and conference information to our government clients and the general public.

Finally, an upgrading of our technological tools - both hardware and software - will enable us to keep ahead of our clients' requirements - particularly on conference sites. The effect of each of these will be felt in the course of the current and future years and should, both individually and collectively, enable the Secretariat to serve its conference clients more efficiently and effectively as we approach the next millennium.

CONFERENCES

In 1996-1997, the Canadian Intergovernmental Conference Secretariat (CICS) was called upon to support a total of 70 conferences, a number equal to the annual average for non-constitutional conferences served during the previous six years.

Four conferences at the First Ministers' level were held during 1996-1997, beginning with the 1996 Western Premiers' Conference which the Yukon hosted in Dawson City, from June 3 to 5. This was followed by a First Ministers' Meeting which took place in Ottawa on June 21. Jasper (Alberta) was the site of the 37th Annual Premiers' Conference, from August 21 to 23, while a meeting of Premiers with National Aboriginal Leaders was held on October 28 in Calgary (Alberta). The Annual Conference of New England Governors and Eastern Canadian Premiers was cancelled in 1996.

The number of conferences at the First Ministers' and Ministers' levels continued to climb in 1996-1997, both in number and as a percentage of the total meetings supported by CICS. Forty-eight such conferences were served, representing 69% of the conferences in which the Secretariat was involved.

As illustrated in Table 1, the Secretariat provided its services at 45 federal-provincial-territorial meetings and 25 provincial-territorial meetings in 1996-1997, the two conference types accounting for 64% and 36% of the year's total, respectively. This very slight shift towards provincial-territorial meetings is the first noticeable percentage change in four years.

Conferences are presented according to location, in Appendix A. The Western Provinces hosted 19 conferences, or 27% of the total served by CICS in 1996-1997, while 14 conferences (20%) were held in Atlantic Canada and 5 (7%) in the Yukon and the Northwest Territories. The 32 conferences served in Ontario and Quebec accounted for 46% of all meetings served in 1996-1997.

Again this fiscal year, Environment, Health, Human Resources and Social Services as well as Justice were the most active sectors served by CICS, totalling 39 conferences (or 56% of the total). Activity in the Human Resources and Social Services sector included four meetings of the Ministerial Council on Social Policy Renewal.

TABLE 1
CONFERENCES BY LOCATION, TYPE AND LEVEL
Fiscal Year 1996 - 1997

	FEDERAL-PROVINCIAL-TERRITORIAL			PROVINCIAL-TERRITORIAL			TOTALS		
	First Ministers	Ministers	Deputy Ministers	First Ministers	Ministers	Deputy Ministers	F.M.	Min.	D.M.
Ontario	1	11	4	0	7	2	F.M.	1	25
							Min.	18	
							D.M.	6	
Quebec	0	2	3	0	1	1	F.M.	0	7
							Min.	3	
							D.M.	4	
Nova Scotia	0	0	0	0	0	0	F.M.	0	0
							Min.	0	
							D.M.	0	
New Brunswick	0	2	1	0	1	0	F.M.	0	4
							Min.	3	
							D.M.	1	
Manitoba	0	2	2	0	1	0	F.M.	0	5
							Min.	3	
							D.M.	2	
British Columbia	0	1	1	0	3	1	F.M.	0	6
							Min.	4	
							D.M.	2	
Prince Edward Island	0	4	5	0	0	0	F.M.	0	9
							Min.	4	
							D.M.	5	
Saskatchewan	0	1	0	0	1	0	F.M.	0	2
							Min.	2	
							D.M.	0	
Alberta	0	1	0	2	3	0	F.M.	2	6
							Min.	4	
							D.M.	0	
Newfoundland and Labrador	0	0	0	0	1	0	F.M.	0	1
							Min.	1	
							D.M.	0	
Yukon / N.W.T.	0	2	2	1	0	0	F.M.	1	5
							Min.	2	
							D.M.	2	
TOTAL BY TYPE AND LEVEL	1	26	18	3	18	4	F.M.	4	70
							Min.	44	
							D.M.	22	
TOTAL BY TYPE		45			25				

INTERGOVERNMENTAL DOCUMENT CENTRE (IDC)

The role of the Intergovernmental Document Centre (IDC) is to manage documentation and related materials emanating from conferences served by CICS. Documents tabled by delegations at each conference are immediately catalogued in preparation for submission to the IDC shortly after the close of each meeting. Additional material created by the Secretariat on behalf of the Chair (such as the final agenda, list of delegates, summary records of proceedings, etc.) are also added to the archives to create a comprehensive record of each conference.

Now containing close to 26,000 classified and unclassified documents spanning every sector of intergovernmental conference activity, and dating back to 1973, this collection is unique. This year alone, 866 new documents were added. Although the Centre is primarily for the use of governments, unclassified materials are also made available to the public upon request and through routine distribution to legislative, university and public libraries across Canada.

In addition to the documentation, IDC keeps other reference materials relating to intergovernmental conferences. These include a small library of audio visual records of open sessions of various First Ministers' and Premiers' conferences and a selection of photographic records from some of these meetings.

The IDC is continuing to look for ways to enhance its service to governments and the public through the use of technology. Information management issues will form a significant part of the Secretariat's strategic planning process during the upcoming year.

INFORMATICS

Advances in technology this year have had an impact in the areas of client service, communications and information management.

Of particular note was the upgrading of all portable systems to a Pentium-based model and the change to a Windows '95 environment running the full range of Corel Office products (including WordPerfect 7.0).

The expanded e-mail facility that was implemented during the latter part of fiscal year 1995-1996 was well established during the course of this year, and access to the government e-mail address directories has opened new and efficient communications opportunities to the staff of CICS.

The Conferences Database System (CDS) containing basic information on every conference served by the Secretariat, was completed during the course of the year. Now more than 2,000 individual conference records have been captured electronically, assisting the Secretariat significantly in managing its conference information holdings.

During the last half of the year, serious consideration was being given to various ways of enhancing the electronic communications facilities on conference site through the use of electronic displays and access to the Internet. The development of a CICS Web site was also well underway.

FINANCES

The CICS budget for 1996-1997 was \$3,115,000, down \$18,000 from the previous year. The \$18,000 is the net result of an increase of \$22,000 in the Statutory Item -- Contribution to Employee Benefit Plans, and a decrease of \$40,000 in the operating budget due to the federal government's general restraint measures.

Total spending for 1996-1997 amounted to \$3,032,999 (see table 2), \$82,001 under budget and \$165,527 above the \$2,867,472 spent in 1995-1996. This increase is mostly attributable to capital costs such as the purchase of state-of-the-art laptop computers which amounted in 1996-1997 to \$190,814.

For 1997-1998 the CICS budget has been set at \$3,104,000, down \$11,000 or 0.3% from the previous year. This situation is due to:

- 1) an increase of \$38,000 related to the employer's contributions to the employee benefit plans; and
- 2) a budgetary reduction of \$49,000 resulting from the federal government's fiscal restraint measures.

TABLE 2

CICS FINANCES - FISCAL YEARS 1996-1997, 1997-1998 AND 1998-1999

	1996-1997 Expenditures	1997-1998 Estimates	1998-1999 Proposed Estimates
	\$	\$	\$
Personnel			
Salaries and Wages	1,478,566	1,496,000	1,461,000
Employee Benefit Plans (Federal)	216,000	254,000	249,000
Total Personnel	1,694,566	1,750,000	1,710,000
Goods And Services			
Transportation and Communications	505,851	500,000	480,000
Information	42,991	40,000	40,000
Professional and Special Services	287,689	524,000	504,000
Rentals	220,667	200,000	180,000
Repairs and Tenant Services	10,042	15,000	15,000
Materials and Supplies	80,331	60,000	60,000
Other Expenditures	48	0	0
Total Goods and Services	1,147,619	1,339,000	1,279,000
Capital			
Equipment and Furniture	190,814	15,000	15,000
Total	3,032,999	3,104,000	3,004,000

TABLE 3

CICS BUDGET - GOVERNMENT SHARES

Population Census 1991	1996-1997					1997-1998	1998-1999
	Provincial ⁴ Contribution	Actual Expenditures	Credit Carried Forward to 1997-1998 ⁵			Amount Payable	Proposed Budget
			P.A.Y.E. ⁶ 1995-1996	Credit 1996-1997	Total Credit		
%	\$	\$	\$	\$	\$	\$	\$
Total Expenditure/Budget		3,033,000				3,104,000	3,004,000 ⁹
Less: Federal Share ¹		1,806,700				1,849,500	1,797,000
Total Provincial Share		1,226,300				1,254,500 ⁸	1,207,000
Newfoundland	2.1	26,800	25,700	(300)	(1,000)	(1,300)	25,300
Nova Scotia	3.3	42,100	40,500	(400)	(1,600)	(2,000)	39,800
New Brunswick	2.7	34,400	33,100	(300)	(1,300)	(1,600)	32,600
Prince Edward Island	0.5	6,400	6,100	(100)	(200)	(300)	6,000
Quebec ²	25.3	131,300	310,300	0	0	0	317,400
Ontario ²	37.1	355,600	455,000	(4,800)	0	(4,800)	447,800
Manitoba ²	4.0	20,000	49,100	0	0	0	48,300
Saskatchewan	3.6	45,900	44,100	(500)	(1,800)	(2,300)	43,500
Alberta ³	9.3	118,700	114,000	0	(4,600)	(4,600)	112,300
British Columbia	12.1	154,300	148,400	(1,600)	(6,000)	(7,600)	146,000

Notes: Numbers rounded to the nearest hundred.

1 Federal share includes 50% of operational budget plus employee benefit plans for federal employees, translation costs, tenant services, and capital.

2 Manitoba, Quebec and Ontario made partial contributions of \$20,000, \$131,300 and \$355,600 respectively during fiscal year 1996-1997. The balance was absorbed by the federal government.

3 Alberta capped in 1993-1994 its contribution at \$90,000, where it has remained to date, except for an "additional contribution" paid at the end of 1996-1997, in the light of CICS services provided at the Annual Premiers' Conference in Jasper, bringing its payment for that year up to its full contribution of \$118,700.

4 Provincial contributions are based on the 1991 population census.

5 Credit is the result of difference between amount invoiced and share based on actual 1996-1997 expenditures.

6 Payable at year-end. (P.A.Y.E.)

7 The amount to be paid for 1997-1998 does not include any supplementary funding.

8 Provincial shares have been adjusted for credits (surpluses) arising out of fiscal year 1996-97.

9 Reflects a net decrease of \$100,000 due to the Federal government's Program Review II Exercise.

PERSONNEL

The Secretariat's personnel reflects the intergovernmental nature of the agency. Over half of the staff employed in our Conference Services sector, including the Manager, are provincial public servants seconded to the CICS by their respective governments for a period of 3 to 4 years. Other employees in that sector, as well as the personnel of the Intergovernmental Document Centre and the Administration, Finance and Personnel sector, are federal public servants.

The regular turnover in secondment positions represents an ongoing challenge for the Secretariat, as new secondees periodically need to be fully trained and integrated within the organization's ranks while maintaining the high quality services which have become a trademark of the CICS over the years. In return, this synergetic mix of federal and provincial public servants brings to the agency different perspectives, fresh approaches and a constantly renewed enthusiasm for the task at hand while ensuring continuity and a critical level of experience and historical insight.

As in the previous year, there were significant changes in our staff composition for the period covered by this report. In November 1996, **Sylvie Paul-Hus**, employed with the Saskatchewan government, joined the Secretariat as a Conference Assistant. In February 1997, **Suzanne Prshaw**, an employee with the government of Ontario was hired as a Conference Officer. In May 1997, **Francine Gravel** joined the organization as a federal employee. She was previously employed with the Canadian Centre for Management Development.

In April 1997, **Barbara Harrison**, an Assistant Conference Officer on secondment from British Columbia, retired from the public service at the end of her 4 year contract with the Secretariat. In early May 1997, one of our most experienced employees, **Madeleine Cabana-Hay**, also retired after spending more than 16 years in various positions with the CICS. Both will be sorely missed and we wish them all the best for the future.

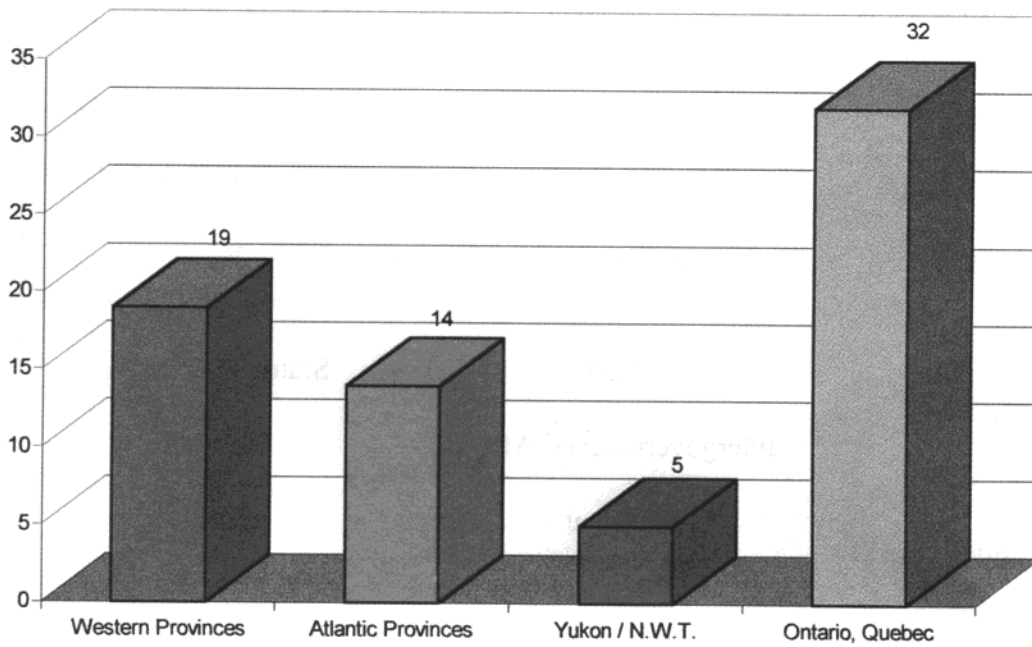
Continuing what now seems to be a tradition within the Secretariat, Conference Officer **Frank Cholette** provided support to the Forum for Young Canadians as a counsellor for one of the Forum's 1997 sessions.

A list of the CICS principal officers is provided in Appendix E.

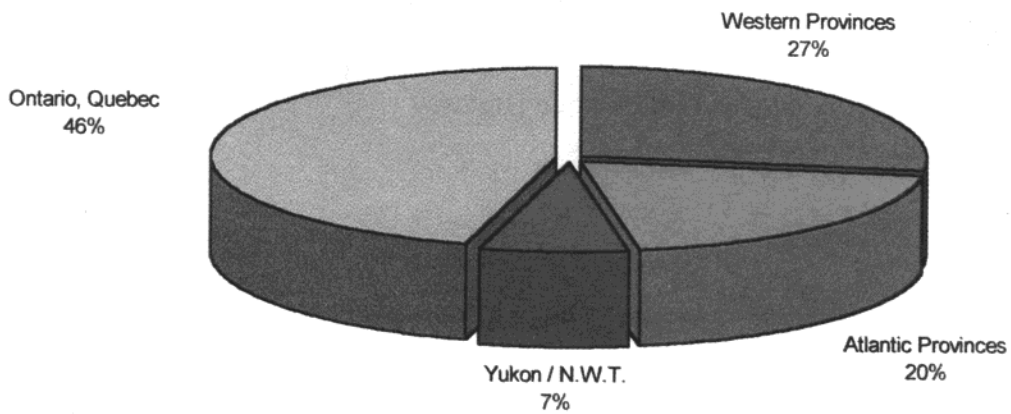
APPENDIX A

CONFERENCES 1996-1997

NUMBER OF CONFERENCES BY REGION



PERCENTAGE OF CONFERENCES BY REGION



APPENDIX B

CONFERENCE SECTORS SERVED BY CICS Fiscal Year 1996-1997

Aboriginal Affairs	Heritage ³	Natural Resources ⁶
Agriculture	Human Resources and Social Services ⁴	Public Works and Government Administration
Education	Industry ⁵	Status of Women
Environment ¹	Intergovernmental Affairs	Trade
Fisheries	Justice and Solicitor General	Transport
Health ²	Local Government	

¹ Includes Wildlife

² Includes Seniors

³ Includes Parks

⁴ Includes Labour

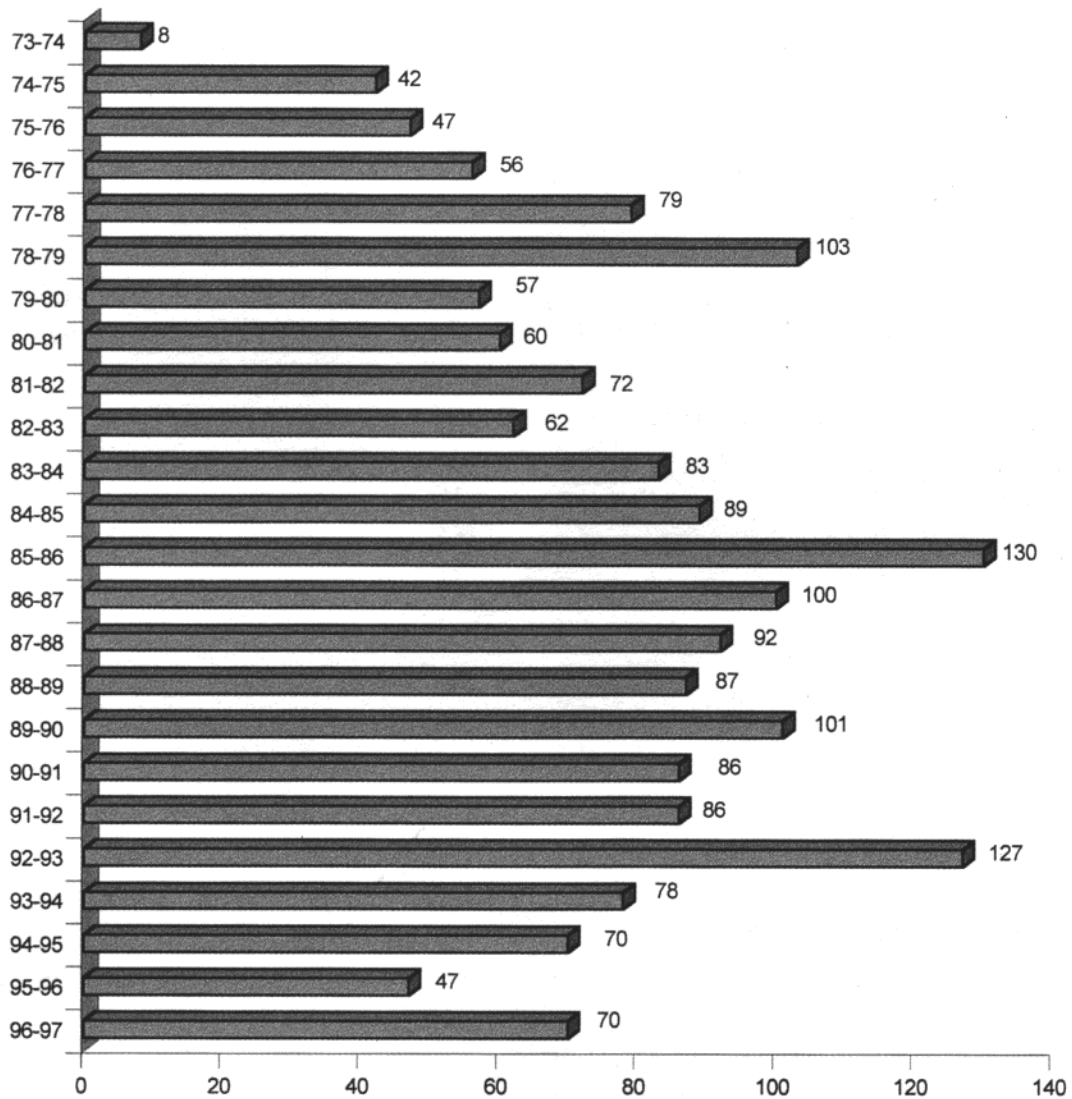
⁵ Includes Consumer Affairs and Information Highway

⁶ Includes Energy, Forests and Mines

APPENDIX C

CONFERENCES SERVED BY CICS

1973-1974 to 1996-1997



Total Conferences = 1,832

APPENDIX D

INTERGOVERNMENTAL CONFERENCE DOCUMENTS FISCAL YEAR 1996-1997

NEW DOCUMENTS ADDED TO THE IDC ARCHIVES:			
Conference Type	Document Type		
Federal-Provincial-Territorial Conferences	Classified	Unclassified	Total
• First Ministers	2	0	2
• Ministers	334	70	404
• Deputy Ministers	187	2	189
Sub-Total:			595
Provincial-Territorial Conferences			
• Premiers	16	21	37
• Ministers	166	56	222
• Deputy Ministers	12	0	12
Sub-Total:			271
TOTAL NUMBER OF NEW DOCUMENTS:			866

TOTAL NUMBER OF CONFERENCE DOCUMENTS IN IDC ARCHIVES:	TOTAL
• Federal-Provincial-Territorial Conference Documents:	17,826
• Provincial-Territorial Conference Documents:	8,095
GRAND TOTAL:	25,921

NUMBER OF LEGISLATIVE, UNIVERSITY AND PUBLIC LIBRARIES THAT SERVE AS CICS DOCUMENT CUSTODIANS:	111
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APPENDIX E

CICS PRINCIPAL OFFICERS

As at September 19, 1997

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Gilles Boileau ⁵ 995-4170

1 Ontario Secondee

2 Newfoundland and Labrador Secondee

3 Quebec Secondee

4 Ontario Secondee; joined CICS in February 1997

5 Public Works and Government Services Canada