



Canadian Intergovernmental Conference Secretariat

Performance Report

For the period ending
March 31, 1998

Canada

Improved Reporting to Parliament Pilot Document

The Estimates of the Government of Canada are structured in several parts. Beginning with an overview of total government spending in Part I, the documents become increasingly more specific. Part II outlines spending according to departments, agencies and programs and contains the proposed wording of the conditions governing spending which Parliament will be asked to approve.

The *Report on Plans and Priorities* provides additional detail on each department and its programs primarily in terms of more strategically oriented planning and results information with a focus on outcomes.

The *Departmental Performance Report* provides a focus on results-based accountability by reporting on accomplishments achieved against the performance expectations and results commitments as set out in the spring *Report on Plans and Priorities*.

©Minister of Public Works and Government Services Canada — 1998

Available in Canada through your local bookseller or by mail from

Canadian Government Publishing — PWGSC

Ottawa, Canada K1A 0S9

Catalogue No. BT31-4/26-1998

ISBN 0-660-60691-7



Foreword

On April 24, 1997, the House of Commons passed a motion dividing on a pilot basis what was known as the annual *Part III of the Estimates* document for each department or agency into two documents, a *Report on Plans and Priorities* and a *Departmental Performance Report*.

This initiative is intended to fulfil the government's commitments to improve the expenditure management information provided to Parliament. This involves sharpening the focus on results, increasing the transparency of information and modernizing its preparation.

This year, the Fall Performance Package is comprised of 80 Departmental Performance Reports and the government's "*Managing For Results*" report.

This *Departmental Performance Report*, covering the period ending March 31, 1998, provides a focus on results-based accountability by reporting on accomplishments achieved against the performance expectations and results commitments as set out in the department's *Part III of the Main Estimates* or pilot *Report on Plans and Priorities* for 1997-98. The key result commitments for all departments and agencies are also included in *Managing for Results*.

Results-based management emphasizes specifying expected program results, developing meaningful indicators to demonstrate performance, perfecting the capacity to generate information and reporting on achievements in a balanced manner. Accounting and managing for results involve sustained work across government

The government continues to refine and develop both managing for and reporting of results. The refinement comes from acquired experience as users make their information needs more precisely known. The performance reports and their use will continue to be monitored to make sure that they respond to Parliament's ongoing and evolving needs.

This report is accessible electronically from the Treasury Board Secretariat Internet site:
<http://www.tbs-sct.gc.ca/tb/key.html>

Comments or questions can be directed to the TBS Internet site or to:

Planning, Performance and Reporting Sector
Treasury Board Secretariat
L'Esplanade Laurier
Ottawa, Ontario, Canada
K1A 0R5
Tel: (613) 957-7042
Fax (613) 957-7044

Canadian Intergovernmental Conference Secretariat

Performance Report

**For the
period ending
March 31, 1998**

The Right Honourable Jean Chrétien
Prime Minister

Table of Contents

Chart of Key Results Commitments	1
Section I: The Message	2
Section II: Agency Overview	3
Mandate, Vision and Mission	3
Operating Environment	3
Business Line, Organization Structure and Organization Chart	4
Section III: Agency Performance	6
A. Performance Expectations	6
B. Presentation of Financial Information	6
C. Agency Performance Accomplishments	6
D. Y2K Compliance	8
E. 1997-1998 Conference Statistics	9
F. Intergovernmental Document Centre (IDC)	10
Section IV: Financial Information	15
Table 1- Summary of Voted Appropriations	
A. Authorities for 1997-1998 - Part II of the Estimates	15
Table 2 - Comparison of Total Planned Spending to Actual Spending	16
Table 3 - Historical Comparison of Total Planned Spending to Actual Spending	16
Table 4 - Crosswalk between Old Resource Allocation and New Allocation - Not applicable	
Table 5 - Resource requirements by Organization and Business Line - Not applicable	
Table 6 - Revenues to the Vote - Not applicable	
Table 7 - Revenues to the CRF	17
Table 7a - Provincial Contributions towards CICS' budget	18
Table 8 - Statutory Payments - Not applicable	
Table 9 - Transfer Payments - Not applicable	
Table 10 - Capital Spending by Business Line - Not applicable	
Table 11 - Capital Projects by Business Line - Not Applicable	
Table 12 - Status of Major Crown Projects - Not applicable	
Table 13 - Loans, Investments and Advances - Not applicable	
Table 14 - Revolving Fund Financial Summaries - Not applicable	
Table 15 - Contingent Liabilities - Not applicable	
Section V: Consolidated Reporting - No reports applicable	
Section VI : Other Information	
A. Contacts for further information	20
B. Listing of Statutory and Departmental Reports	20

Chart of Key Results Commitments

Canadian Intergovernmental Conference Secretariat (CICS)		
to provide Canadians with:	to be demonstrated by:	achievements reported at:
expert, impartial and cost effective administrative support services for senior level intergovernmental conferences	<ul style="list-style-type: none"> ● responsive, flexible and cost effective administrative services to conferences 	<ul style="list-style-type: none"> ● page 6 and 7
	<ul style="list-style-type: none"> ● ability to organize conferences effectively within short-term time frame 	<ul style="list-style-type: none"> ● page 7
	<ul style="list-style-type: none"> ● fully-satisfactory post conference evaluations 	<ul style="list-style-type: none"> ● pages 7 and 8
	<ul style="list-style-type: none"> ● technologically up-to-date communication and information services 	<ul style="list-style-type: none"> ● pages 8 and 9

Section I: The Message

The Canadian Intergovernmental Conference Secretariat (CICS) was created by the Prime Minister and the Premiers to provide administrative services to senior level intergovernmental conferences. Those meetings are a dynamic and vital component of the governance of the Canadian federation as they provide a forum for governments to discuss common issues and coordinate their various policies and programs.

The Secretariat served more conferences in 1997-98 than in any of the last five fiscal years. Of the 81 meetings served in 1997-98, 7 were at the level of First Ministers - an unprecedented number which included the Calgary meeting of Premiers on national unity, the First Ministers' meeting in Ottawa in December and the annual Premiers' meeting in St. Andrews.

The survey of CICS clients on the services and operation of the Secretariat begun in 1996-97, was completed in early 1998. The resulting report by Consulting and Audit Canada (CAC) was sent to all governments. It emphasized greater flexibility and tailoring of services to fit the needs of client government departments. The CAC report was the basis for discussion at a strategic planning session of CICS managers and staff held in March 1998. Following that session, a departmental working group was appointed to examine organizational options for the Secretariat in collaboration with CAC consultants. The recommendations of this group will lead towards a more streamlined, effective organization, flexible and responsive to the needs of the governments it serves.

One of the major events of our year was the launching of the CICS website. Apart from providing information on CICS and its services, the major focus of the website is to make available electronically the communiqués from major conferences served by CICS - virtually as soon as they are released on conference site. This service has proved extremely popular with governments, the media, and the public at large. In the less than a year since its inception, we have had well over 300,000 "hits". You can visit us at <http://www.scics.gc.ca>.

Stuart MacKinnon
Secretary, Canadian Intergovernmental
Conferences

Section II: Agency Overview

Mandate, Vision and Mission

The Canadian Intergovernmental Conference Secretariat (CICS) was established pursuant to an agreement reached at the May 1973 First Ministers' Conference, and designated a department of the federal government by an Order-in-Council dated November 29, 1973. In essence, its mandate is to excel in the planning, conduct, and serving of senior intergovernmental conferences. The objective of the program is to relieve client departments, in virtually all sectors of government activity, of the numerous technical and administrative tasks associated with the planning and conduct of such conferences, thereby enabling them to concentrate on the substantive issues. The Secretariat not only provides services to federal-provincial-territorial meetings but as well to provincial-territorial conferences.

CICS services include the set-up of conference site facilities; secretaryship; interpretation; the translation, printing, distribution and control of documents; writing of records of proceedings; media relations; security; and the provision of technical equipment and secretarial assistance. In addition to the above conference services which are available anywhere in Canada, a document archives is maintained by the Secretariat for the use of governments.

Operating Environment

Position in the Government

Although designated a federal department for the purposes of the Financial Administration Act, the Secretariat is in fact an agency of both the federal and provincial governments. Not only is its budget supported by both orders of government (see Financial Table 7a), but its staff is selected from both federal and provincial governments. There are currently 30 full-time equivalent positions in the organization, of which 9 are provincial employees. The Secretary reports to all governments annually. The operations are reviewed by federal and provincial senior officials designated by their respective First Ministers. The CICS reports to Parliament through the Prime Minister.

Objectives and Strategic Priorities

CICS provides administrative and support services for meetings of First Ministers as well as for federal-provincial-territorial and provincial-territorial multilateral meetings of Ministers and Deputy Ministers.

Challenges

It is important to note that the CICS does not convene intergovernmental meetings. It is called upon to respond to decisions taken by governments to meet on key national or specific issues. **Decisions concerning the location of such meetings, their number in a given fiscal year, their timing and duration, are all factors beyond the control of the Secretariat.** The level of CICS expenditures for each fiscal year is, however, directly affected by these factors.

A number of significant intergovernmental issues could arise and result in a high number of meetings being held in 1998-99. As an example, during 1997-1998, First Ministers met on 7 occasions and 15 meetings were held in the Human Resources and Social Services sector. Since these cannot be predicted with any degree of certainty, supplementary funding could be required during the upcoming fiscal year under the following circumstances:

- o when there is a requirement to support an intensive round of meetings on critical national issues; or
- o when the number of conferences to be served exceeds CICS's budgetary capacity.

During 1997-1998 additional funding in the amount of \$300,000 was obtained to finance an above-average number of First Ministers' conferences.

Business Line, Organization Composition and Organization Chart

Business Line

The Canadian Intergovernmental Conference Secretariat (CICS) is a small, one-program agency that provides administrative services for the planning and conduct of senior level intergovernmental conferences in virtually every sector of government activity.

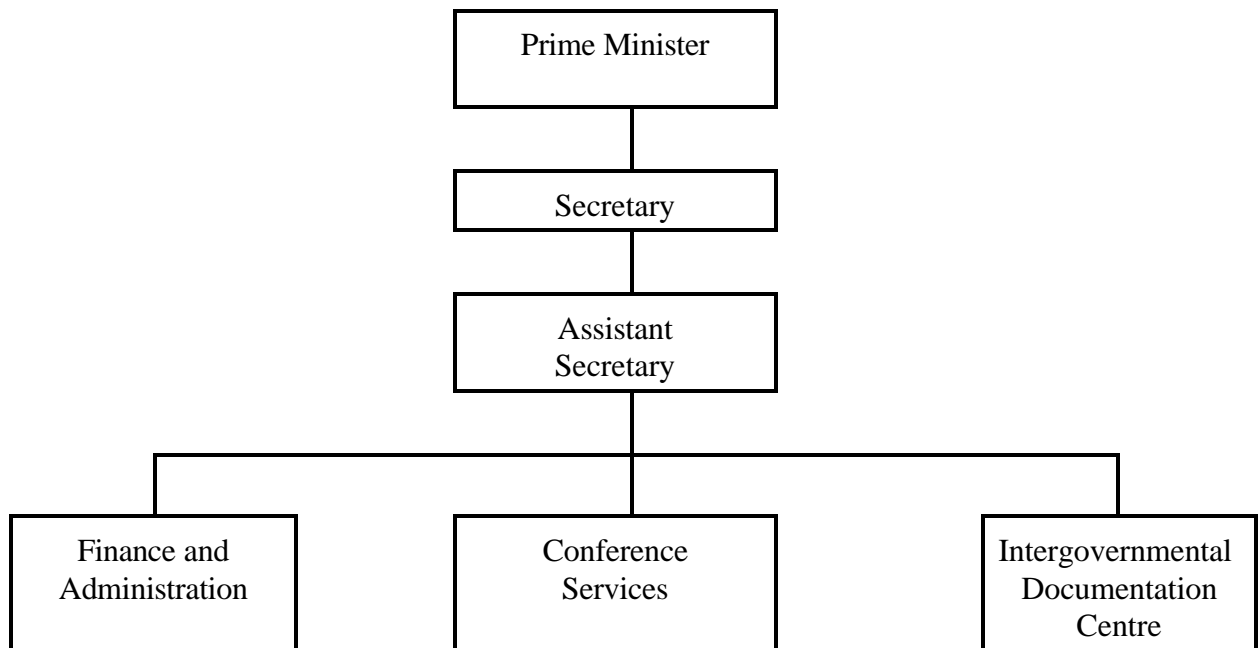
Organization Structure

From its office, located in Ottawa, the CICS delivers conference services to intergovernmental meetings held throughout Canada. The Secretary is the chief executive officer and is appointed by the Governor-in-Council after consultation with the provincial Premiers. The organization reports to Parliament through the Prime Minister.

The organization has the following sub-activities:

- o Conference Services consisting of four conference teams organized to provide administrative, logistical and technical support to individual intergovernmental conferences throughout Canada;
- o The Intergovernmental Document Centre (IDC) which provides document control and records management for conferences served, distribution and consultation services for public conference documents, and acts as an intergovernmental document archives for the federal and provincial governments; and
- o Financial, Personnel and Administrative Services which provides support for the CICS as a whole.

Organization Chart



Section III: Agency Performance

A. Performance Expectations

CICS must be prepared to continue providing high quality conference services to governments in a period of rapidly developing technology and diminishing financial resources. Particular emphasis will be placed on the adaptation and application of advances in communications and information management technology to the provision of conference services.

B. Presentation of Financial Information

Canadian Intergovernmental Conference Secretariat

Planned Spending	\$ 3,104,000
<i>Total Authorities</i>	<i>3,370,743</i>
Actual Expenditures	\$ 3,353,182

C. Agency Performance Accomplishments

Responsive, flexible and cost effective administrative services to conferences

In a survey conducted in 1997, CICS clients have indicated that they want greater responsiveness and flexibility in the way administrative services are delivered. As a result, the Secretariat is in the process of reviewing its approach which, traditionally, has been to offer a more or less standard package of services to all clients. Instead, CICS will offer a good number of services individually, enabling its involvement to be tailored to the specific needs of each client group or even each conference, if required. The agency expects that this will also help to reduce the number of employees who must travel to conference sites to deliver these services, thereby reducing operating costs further.

With increasing operating costs, rapidly evolving technology and decreasing budgets over the past several years, the Secretariat has had to review the way it delivers its conference support program in an attempt to reduce costs while maintaining service quality. The greatest savings in expenditures for the organization and ultimately to the taxpayer have been achieved in the following two areas: advance airline bookings, combined with weekend air travel when economical; and, the purchase or leasing of fax machines and laser printers, instead of renting this equipment on a per-conference basis.

Given the large number of conferences served each year, the Secretariat continues to benefit from preferential rates when procuring interpretation and audio-visual equipment and technician services, as well as the rental of photocopiers, for example. The organization has also eliminated some positions and maintained temporary vacancies in others, in an attempt to reduce expenditures with respect to salaries and benefits; the standard length of secondments for provincial government secondees has also been extended by one year, thus reducing relocation costs.

Ability to organize conferences effectively within short-term time frame

The Secretariat is usually notified at least two or three months ahead of each upcoming conference. Better and more regular communications with clients have enabled the organization to benefit from even longer planning periods in recent years. However, the expertise and the resourcefulness of its personnel have enabled the Secretariat to respond to requests on much shorter notice, sometimes as little as one or two weeks. A case in point was a Provincial-Territorial Finance Ministers' meeting, held in November 1997, which the Secretariat organized in six business days. Again, the effective relationships which CICS has built with many suppliers over the years translates into extremely fast response times when necessary, while usually helping to avoid the additional charges that often apply in such cases.

Fully-satisfactory post conference evaluations

The Secretariat regularly receives letters from conference chairpersons, hosts and organizers, praising the agency and its personnel for their level of expertise, their professionalism and the quality of the services delivered. This feedback provides a critical means of gauging client satisfaction and identifying areas requiring improvement. The following are extracts from the correspondence received in the past year:

I know all too well that successfully organizing a conference such as Atlantic Vision takes a great deal of hard work and dedication on the part of those involved behind the scenes. As was the case with the Annual Premiers' Conference in St. Andrews, the experience CICS brought to this Conference was critical to its success. We couldn't have done it without you!

Frank McKenna, Premier of New Brunswick

L'équipe du [SCIC] a été associée à toutes les étapes des préparatifs [de la Conférence des Premiers ministres provinciaux]. C'est une machine bien rodée et qui s'est acquittée de ses responsabilités de façon remarquable.

**Normand Martin, Sous-ministre des Affaires intergouvernementales et autochtones,
Nouveau-Brunswick**

Au nom de Condition féminine Canada, j'aimerais vous remercier ainsi que votre groupe pour l'aide précieuse que vous avez apportée avant la rencontre fédérale-provinciale-territoriale des ministres responsables de la condition féminine et au cours de celle-ci. La rencontre a été un succès à tous les égards et vos services ont grandement contribué à sa conclusion favorable.

Florence Ievers, Coordonnatrice, Condition féminine Canada

From an operations point of view, post-conference debriefings are used, especially following the more complex events, to discuss specific difficulties encountered and solutions for the future. Monthly meetings of Conference Officers also provide a good opportunity to share information and to adapt services and work processes when necessary.

In early 1998, a post-conference report (or "checklist") was implemented in an effort to formalize the review and evaluation of CICS' involvement in each event it serves. This work tool will also ensure greater continuity from one meeting to the next.

Technologically up-to-date communication and information services

Because the Secretariat's client base is drawn from 13 governments and over 26 sectors of government activity, we strive to provide tools to our staff that will achieve the maximum in flexibility and technical compatibility with those in use by governments. Pentium-based, multi-media portable and desktop systems, equipped with a full suite of the latest word processing, spreadsheet, database, and communications applications form the standard operating base for use by our staff both on conference site and in our home office.

One example of new development in the area of client service was the creation of an electronic message notification system for use at high-level conferences. This system comprises a central database controlled by the Secretariat office and several display monitors placed at convenient locations near the conference rooms. The display is actively updated to notify individuals when a message or fax is awaiting pickup at the Secretariat office. This system was used successfully at the Annual Premiers' Conference held in August 1997 and at the Atlantic Vision Conference in October 1997, and will continue to be a service offering at major conferences whenever the layout of the conference facility will accommodate the cabling requirements.

Also, in the area of communications, CICS successfully launched its World Wide Web site in time for the Annual Premiers' Conference in August. Since then, the Secretariat has been able to add the key service of posting conference communiqués to our site very shortly after the close of each conference we serve. The feedback we have received and number of regular visitors to our site are indicative that this service is useful to governments, media organizations, special interest groups and the general public in Canada and elsewhere.

Our web site is located at <http://www.scics.gc.ca>. Also, Internet-access stations have been set up for the use of conference delegates at several high-level meetings this year, and we will continue to provide this service whenever feasible.

D. Y2K Compliance

The Secretariat has completed a Year 2000 impact assessment, and plans are underway to resolve the issues identified. Most non-compliant equipment and software has been, or will be, replaced by new versions as part of the regular life-cycle management process. Our non- Y2K compliant Banyan Vines Network Operating System will be migrated to the Windows NT platform in the fall of 1998. Since we have no legacy systems, our corporate applications can be adjusted to accommodate a four-digit date without any major difficulties.

A Y2K compliant version of our Financial Management package (Freebalance) will be implemented prior to the beginning of fiscal year 1999/2000. The service providers for On-line Pay, HRIS and Fincon have prepared (or are in the process of preparing) fixes for these applications, and all is expected to be implemented in good time. Overall, the Secretariat does not anticipate any significant problems with the Year 2000 four-digit date.

E. 1997-1998 Conference Statistics

The 1997-1998 fiscal year was a very busy one for the Secretariat which served a total of 81 conferences.

During a seven-month period from May to December 1997, an unprecedented seven conferences at the First Ministers level were held. Western Premiers gathered from May 28 to 30 in Campbell River, British Columbia, for their yearly meeting while Eastern Canadian Premiers and New England Governors held their annual conference from June 2 to 4 in Newport, Rhode Island. A third recurring event, the Annual Premiers Conference, took place in St. Andrews-by-the-Sea, New Brunswick, between August 6 and 8.

Other gatherings of Premiers in 1997-98 included the Calgary meeting on national unity held on September 14, the Atlantic Vision Conference held in Moncton on October 9 and 10, and a meeting with Leaders of National Aboriginal Organizations on November 18 in Winnipeg. A First Ministers' Meeting also took place in Ottawa on December 11 and 12.

As illustrated in Table 1, the Secretariat provided its support to 47 ministerial conferences (representing 58% of all meeting served in 1997-98) and 27 conference of deputy ministers (or exactly one third of the total).

Last fiscal year's slight shift in conference type from federal-provincial-territorial to provincial-territorial continued in 1997-98, the two groups ending the year with 49 meetings (60% of the total) and 32 meetings (40% of the total), respectively.

On a regional basis (see Table 2) the Western provinces hosted 18 conferences (22% of the total) supported by CICS in 1997-98, while 22 meetings (or 27%) were served in Atlantic Canada. Ontario and Quebec were the site of 33 and 7 conferences respectively. Proportionally, the number of meetings served in Central Canada has steadily increased from 32% in 1994-95 to 50% in 1997-98. The main reason for this concentration would appear to be Toronto's popularity as a central meeting location for senior level intergovernmental meetings: 28 conferences (or 35% of the total served by the Secretariat) were held in that city in 1997-98.

As per table 3, the two most active sectors in terms of conferences served by CICS in 1997-98 were Social Services and Health. Together, these two groups accounted for just under one third of all meeting supported by the Secretariat.

Finally, the Secretariat also provided its support to the November 1997 APEC (Asia Pacific Economic Cooperation) Economic Leaders' Meeting in Vancouver and to several meetings held during the months prior to the event. Three Secretariat staff personnel were seconded to the APEC Canadian Coordinating Office (Department of Foreign Affairs and International Trade) and the Department of Natural Resources Canada for various periods in 1997.

F. Intergovernmental Document Centre (IDC)

Now containing in excess of 27,000 classified and unclassified documents (as per Table 4), dating as far back as 1973, and spanning all sectors of intergovernmental conference activity, the collection is unique. In 1997-1998, 1,231 new documents were added to the Centre's holdings. Although the IDC is primarily for the use of governments, unclassified materials are also made available to the public upon request and through routine distribution to 111 legislative, university and public libraries across Canada.

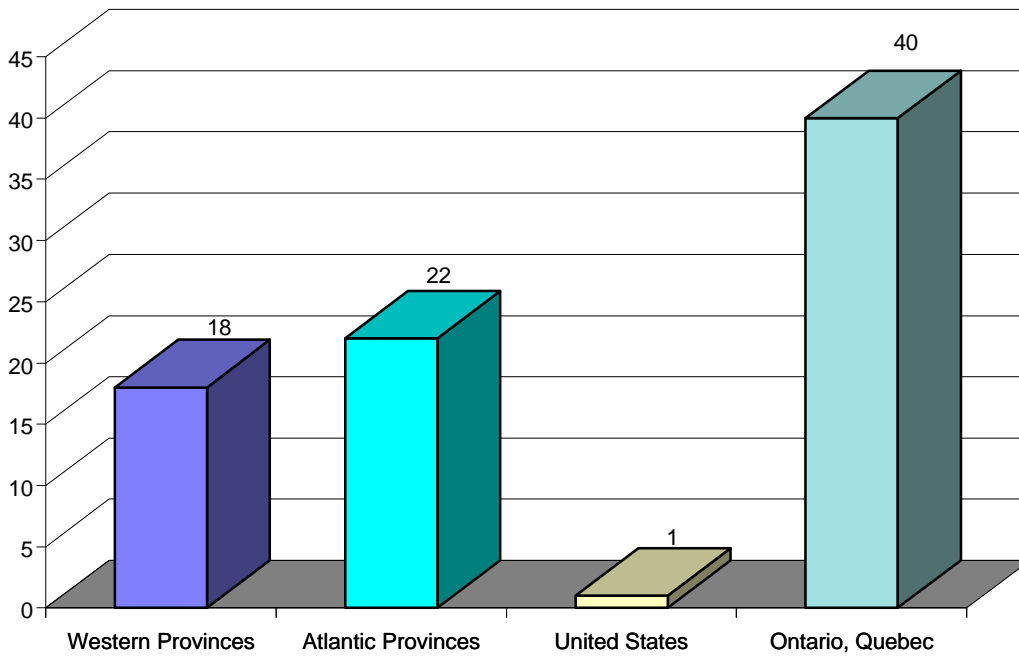
TABLE 1: CONFERENCES BY LOCATION, TYPE AND LEVEL**Fiscal Year 1997 - 1998**

	FEDERAL-PROVINCIAL- TERRITORIAL			PROVINCIAL-TERRITORIAL			TOTAL ³			
	First Ministers	Ministers	Deputy Ministers	First Ministers	Ministers	Deputy Ministers	F.M.	Min.	D.M.	
Ontario ¹	1	9	10	0	7	6	F.M. 1	Min. 16	D.M. 16	33
Quebec ²	0	3	2	0	2	0	F.M. 0	Min. 5	D.M. 2	7
Nova Scotia	0	1	0	0	1	0	F.M. 0	Min. 2	D.M. 0	2
New Brunswick	0	1	0	2	2	0	F.M. 2	Min. 3	D.M. 0	5
Manitoba	0	1	0	1	1	0	F.M. 1	Min. 2	D.M. 0	3
British Columbia	0	1	2	1	0	0	F.M. 1	Min. 1	D.M. 2	4
Prince Edward Island	0	0	0	0	0	0	F.M. 0	Min. 0	D.M. 0	0
Saskatchewan	0	2	1	0	2	1	F.M. 0	Min. 4	D.M. 2	6
Alberta	0	0	3	1	1	0	F.M. 1	Min. 1	D.M. 3	5
Newfoundland and Labrador	0	10	2	0	3	0	F.M. 0	Min. 13	D.M. 2	15
Northwest Territories and Yukon	0	0	0	0	0	0	F.M. 0	Min. 0	D.M. 0	0
Rhode Island (U.S)	0	0	0	1	0	0	F.M. 1	Min. 0	D.M. 0	1
TOTAL BY TYPE AND LEVEL	1	28	20	6	19	7	F.M. 7	Min. 47	D.M. 27	81
TOTAL BY TYPE		49			32					

¹ Includes 5 conferences in the National Capital Region.² No conferences were held in the National Capital Region.³ F.M. = First Ministers, Min. = Ministers, D.M. = Deputy Ministers

Table 2:

**CONFERENCES 1997-1998
NUMBER OF CONFERENCES BY REGION**



PERCENTAGE OF CONFERENCES BY REGION

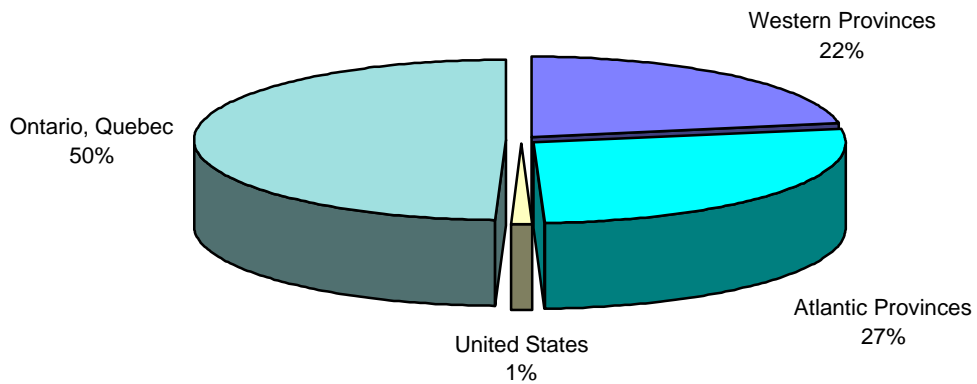


Table 3: 1993-94 to 1997-98 Intergovernmental meetings - Distribution by Sector

	1997-1998	1996-1997	1995-1996	1994-1995	1993-1994 ¹
Agriculture	2	2	2	3	4
Citizenship and Immigration	-	-	2	1	-
Co-operatives	-	-	-	-	2
Constitution	-	-	-	-	-
Economy	1	-	-	-	2
Education	7	3	2	4	2
Emergency Preparedness	-	-	-	2	3
Environment	7	10	6	9	8
Finance	2	-	-	-	-
Fisheries	2	2	2	4	3
Health	11	8	6	7	7
Heritage	2	3	1	-	1
Housing	-	-	2	3	3
Human Resources and Social Services	15	14	6	4	13
Industry	2	3	1	-	2
Intergovernmental Affairs	6	4	3	2	3
Justice and Solicitor General	3	7	3	4	6
Local Administration	1	1	1	2	1
Native/Aboriginal Affairs	2	1	-	3	6
Natural Resources	4	5	5	5	5
Northern Development	-	-	-	-	1
Public Works	1	1	-	1	1
Sports and Recreation	5	-	-	5	1
Status of Women	2	2	1	1	1
Trade	1	1	3	6	2
Transport	5	3	1	4	1
Total	81	70	47	70	78

¹ These figures have been adjusted according to a revised list of sectors established in April 1994 to reflect the re-organization of governments over the past several years. In addition, First Ministers' and Premiers' meetings are no longer listed separately and are grouped under "Intergovernmental Affairs" when their agenda covers more than one sector.

Table 4: Conference Documents - Coded, Catalogued, Distributed

	1997-1998	1996-1997	1995-1996
No. of new conference documents received -	1,231	866	609
Total no. of documents held in archives -	27152	25921	25028
No. of individual requests for documentation received and served by CICS -	202	146	128
No. of legislative, university & public libraries that serve as CICS document custodians -	113	111	113

Section IV: Financial Information

Financial Table 1

Summary of Voted Appropriations

A. Authorities for 1997-1998 - Part II of the Estimates

Financial Requirements by Authority (millions of dollars)

Vote		1997-1998 Planned Spending	1997-1998 Total ¹ Authorities	1997-1998 Actual
	Program Name			
10	Program Expenditures	2.8	3.1	3.1
(S)	Contribution to Employee Benefit Plans	0.3	0.3	0.3
	Total Department	3.1	3.4	3.4

¹Total Authorities are main estimates plus supplementary estimates plus other authorities.

Financial Table 2

Comparison of Total Planned Spending to Actual Spending - 1997-1998

Agency Planned versus Actual Spending by Business Line (Million of dollars)									
Business Line	FTE'S	Operating ¹	Capital	Voted Grants and Contributions	Subtotal: Gross Voted Expenditures	Statutory Grants and Contributions	Total Gross Expenditures	Less: Revenue Credited to the Vote	Total Net Expenditures
CICS	31	3.1	-	-	3.1	-	3.1	-	3.1
(total authorities)	<i>31</i>	<i>3.4</i>	-	-	<i>3.4</i>	-	<i>3.4</i>	-	<i>3.4</i>
(Actuals)	31	3.4	-	-	3.4	-	3.4	-	3.4
Totals	31	3.1	-	-	3.1	-	3.1	-	3.1
(total authorities)	<i>31</i>	<i>3.4</i>	-	-	<i>3.4</i>	-	<i>3.4</i>	-	<i>3.4</i>
(Actuals)	31	3.4	-	-	3.4	-	3.4	-	3.4
Other Revenues and Expenditures									
Revenue credited to the Consolidated Revenue Fund									0.9
(total authorities)									<i>0.9</i>
(Actuals)									0.9
Cost of services provided by other departments									0.4
(total authorities)									<i>0.4</i>
(Actuals)									0.4
Net Cost of the Program									2.6
(total authorities)									<i>2.9</i>
(Actuals)									2.9

Note: *Numbers in italics* denote Total Authorities for 1997-98 (main and supplementary estimates and other (Authorities)

Bolded numbers denote actual expenditures/revenues in 1997-98

¹ Operating includes contributions to employee benefit plans

Financial Table 3

Historical Comparison of Total Planned Spending to Actual Spending

Agency Planned versus Actual Spending by Business Line (millions of dollars)					
Business Lines	Actual 1995-1996	Actual 1996-1997	Planned Spending 1997-1998	Total Authorities 1997-1998	Actual 1997-1998
CICS	2.9	3.0	3.1	3.4	3.4
Total	2.9	3.0	3.1	3.4	3.4

Financial Table 4 - Crosswalk between Old Resource Allocation and New Allocation - Not Applicable

Financial Table 5 - Resource Requirements by Organization and Business Line - Not Applicable

Financial Table 6 - Revenues to the Vote - Not Applicable

Financial Table 7

Revenues to the CRF

Revenues to the Consolidated Revenue Fund (CRF) by Business Line (\$millions)					
Business Line	Actual 1995-1996	Actual 1996-1997	Planned Spending 1997-1998	Total Authiorities 1997-1998	Actual 1997-1998
CICS					
Provincial Contribution to CICS Budget	0.9	0.9	0.9	0.9	0.9
Total Revenues Credited to the CRF	0.9	0.9	0.9	0.9	0.9

Financial Table 7a - Provincial Contributions towards CICS' budget (000's)

Population Census 1991		1997-1998					1998-1999		
		Main Estimates		Contribution payment received			To be added to next billing		
	%	Co-shared ² Amount	Projected ³ Contribution	Co-shared Amount	Less: Surplus Credit from 1996-1997 ⁴	Actual Contribution	Budget ⁵ Adjustment 1997-1998	P.A.Y.E. ⁶ from 1996-1997	Total
Total Budget/ <i>Expenditures</i>		3,104.0	3,104.0		3,033.0		3,353.2	1.9	
Less: Federal Share ¹		1,849.5	2,202.3		1,806.7		1,959.3	0.9	
Total Provincial Share		1,254.5	901.7		1,226.3		1,393.9	1.0	
Newfoundland	2.1	26.3	26.3	26.3	(1.3)	25.0	3.0	0	3.0
Nova Scotia	3.3	41.4	41.4	41.4	(2.0)	39.4	4.6	0	4.6
New Brunswick	2.7	33.8	33.8	33.8	(1.6)	32.2	3.8	0	3.8
Prince Edward Island	0.5	6.3	6.3	6.3	(0.3)	6.0	0.7	0	0.7
Quebec	25.3	317.4	131.3	131.3	0	131.3	35.3	0	35.3
Ontario	37.1	465.4	355.6	355.6	0	355.6	51.7	0	51.7
Manitoba ⁷	4.0	50.2	20.0	0.0	0	0.0	5.6	0	5.6
Saskatchewan	3.6	45.2	45.2	45.2	(2.3)	42.9	5.0	0	5.0
Alberta	9.3	116.7	90.0	90.0	0	90.0	12.9	0	12.9
British Columbia	12.1	151.8	151.8	151.8	(7.6)	144.2	16.9	(0.1)	16.8
Total	100.0	1,254.5	901.7	881.7	(15.1)	866.6	139.5	(0.1)	139.4

Notes:

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

² Provincial contributions are per capita, based on the 1991 population census.

³ Revenue shortfalls resulting from the non-payment or partial payment by the provinces are automatically absorbed by the federal government.

⁴ Credit is the result of the difference between amount invoiced and share based on actual 1997-1998 expenditures.

⁵ Budget adjustment is the result of difference between amount invoiced and share based on actual 1997-1998 expenditures.

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

⁷ Manitoba's contribution was received too late to be included in fiscal year 1997-1998.

Financial Table 8 - Statutory Payments - Not Applicable

Financial Table 9 - Transfer Payments - Not Applicable

Financial Table 10 - Capital Spending by Business Line - Not Applicable

Financial Table 11 - Capital Projects by Business Line - Not Applicable

Financial Table 12 - Status of Major Crown Crown Projects - Not Applicable

Financial Table 13 - Loans, Investments and Advances - Not Applicable

Financial Table 14 - Revolving Fund Financial Summaries - Not Applicable

Financial Table 15 - Contingent Liabilities - Not Applicable

V Consolidated Reporting - No Reports Applicable

The Canadian Intergovernmental Conference Secretariat is a one-program Agency and as a result Consolidated Reporting would be superfluous.

V1 Other Information

A. Contacts for Further Information

André M. McArdle, Assistant Secretary

Telephone:

(613) 995-2345

E-Mail

X400:/C=CA/A=GOVMT.CANADA/P=GC+SCICS/N=Andre McArdle

Internet

Andre.McArdle@scics.x400.gc.ca

B. Listing of Statutory and Departmental Reports

1997-1998 Report to Governments