

Canadian Intergovernmental Conference Secretariat



Report to Governments 2003 - 2004



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Conference Secretariat

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Our front cover symbolizes intergovernmental conference activity in Canada. Portrayed are fourteen official Coats of Arms beginning with that of Canada at the top then, from left to right, those of the provinces and territories in order of entry into Confederation. They are placed around the CICS logo depicting the governments sitting around a conference table.

In the Canadian federation, with power shared between the federal government and the provinces, there is a constant need for governments to consult each other on key issues and to co-ordinate their policies and programs. One of the most important mechanisms for such consultation and co-ordination is the multilateral intergovernmental conference.

The Canadian Intergovernmental Conference Secretariat (CICS) was created by the First Ministers of Canada in May 1973. It provides administrative services for the planning and conduct of senior-level federal-provincial-territorial and provincial-territorial conferences.

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

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. Our 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 and its services are available anywhere in Canada.

The Secretariat 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 services 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.

Photo: Leclair



One of the most significant events in intergovernmental affairs in 2003-2004 was the creation of the Council of the Federation. The idea of a Council was approved in principle at the Annual Premiers' Conference in Charlottetown in July 2003. Work continued on drafting the mandate and structure of the Council at a Premiers' meeting in Quebec City in October, and the formal agreement creating the Council was signed by the Premiers in Charlottetown on December 5, 2003.

Comprised of the Premiers of the ten provinces and the three territories, the Council objectives include strengthening interprovincial-territorial cooperation, exercising leadership on national issues of importance to provinces and territories, and in improving federal-provincial-territorial relations.

The first meeting of the Council was held in Vancouver in February 2004. Two major initiatives coming from that conference that will affect conference activity in the coming year are: health care funding and internal trade each of which are led by two Premiers as Co-chairs.

CICS is proud to have had a role in supporting all Premiers' conferences leading to the creation of the Council of the Federation, and the first Council meeting. We look forward to serving the Council's summer meeting (which replaces the Annual Premiers' Conference) in Niagara-on-the-Lake in July 2004.

In addition to the four Premiers' meetings mentioned above, we served the First Ministers' Meeting on Health in February 2004, the Western Premiers' Conference in Kelowna, British Columbia in June 2003 and the New England Governors and Eastern Canadian Premiers' Conference in Groton, Connecticut in September 2003.

All in all there were a record seven meetings at the First Ministers' level in a busy year of 104 conferences.

Finally, I want to take this opportunity to add a word of praise and thanks to CICS staff for their professionalism, diligence and dedication.

A handwritten signature in black ink that reads "Stuart MacKinnon".

Stuart MacKinnon
Secretary, Canadian Intergovernmental Conferences

Ottawa, July, 2004

The number of conferences served by the Secretariat in the 2003-2004 fiscal year was 104. With this total, the CICS has maintained an average of over 100 conferences served for the last six fiscal years.

The Secretariat provided services in 2003-2004 to a record seven meetings at the level of First Ministers. These were:

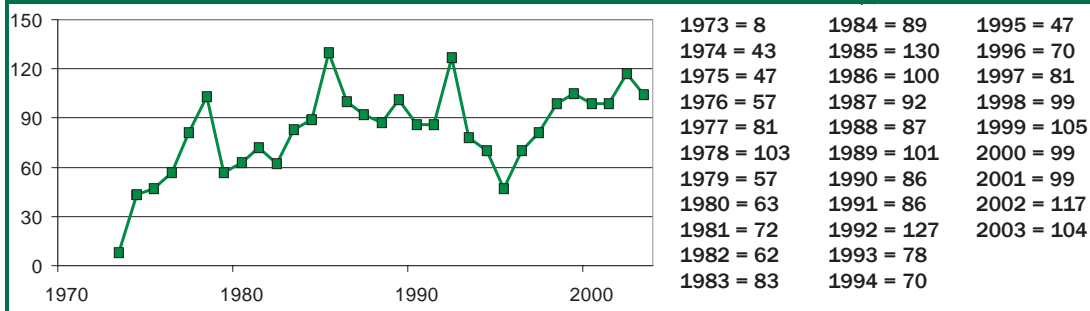
- The Western Premiers' Conference 2003, June 8-10 in Kelowna, British Columbia;
- The 44th Annual Premiers' Conference, July 9-11, Charlottetown, Prince Edward Island;
- The 28th Annual Conference of New England Governors and Eastern Canadian Premiers, September 7-9, held in Groton, Connecticut;
- Meeting of Premiers on the Council of the Federation, October 23-24, Québec, Quebec;
- Meeting of Premiers on the Council of the Federation, December 4-5, Charlottetown, Prince Edward Island;
- First Ministers' meeting, January 30, Ottawa, Ontario, and
- The first meeting of the Council of the Federation, February 23-24, Vancouver, British Columbia.



Photo: Brian Simpson
(Government of Prince Edward Island)

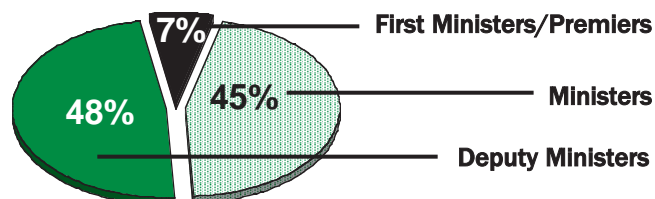
44th Annual Premiers' Conference July 9-11 2003,
Charlottetown, Prince Edward Island

Conferences Served by CICS (1973 to present)



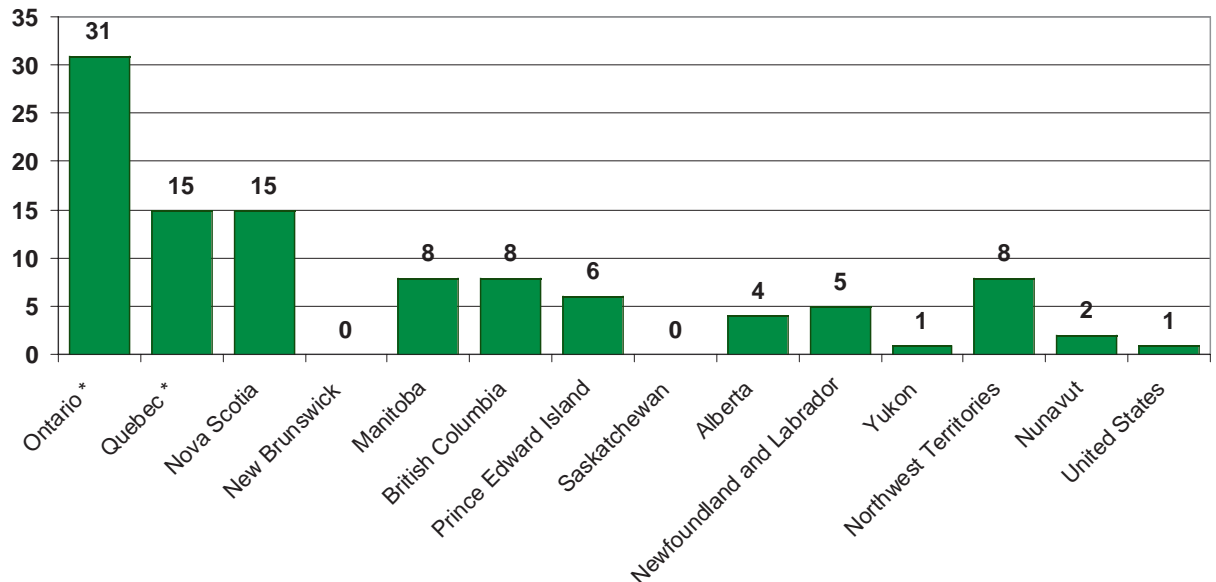
The Secretariat provided its support to 47 ministerial conferences (representing 45% of all meetings served in 2003-2004) and 50 conferences of deputy ministers (48%).

Conferences by Level in 2003 - 2004



Conferences

Conferences Served by Location in 2003 - 2004



Notes: * 18 of which were held in the National Capital Region.

On a regional basis, in 2003-2004, CICS served 20 conferences in Western Canada (19% of the total), 26 meetings in Atlantic Canada (25%), 31 and 15 conferences in Ontario and Quebec respectively (which includes the National Capital Region) (44%), 11 meetings in the Territories (11%), and one meeting in the United States (1%).

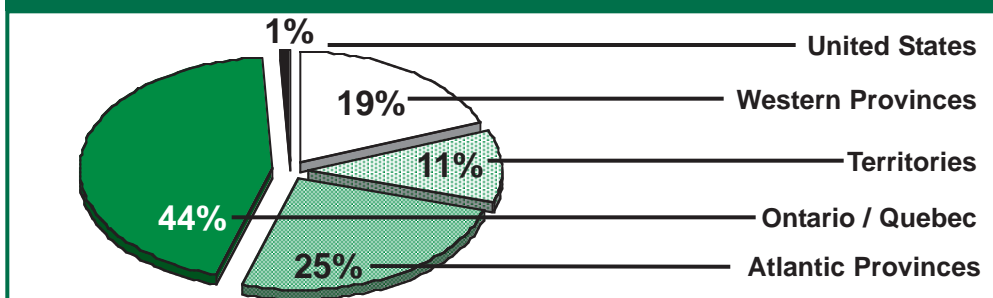
The most active sector in terms of number of conferences was Human Resources and Social Services which also includes Labour which met 14 times in 2003-2004. This was followed closely by the Health sector which met 12 times; and the Justice and Intergovernmental Affairs sectors each meeting 10 times.



Photo: Tom Tolton, Manitoba Agriculture and Food

Annual Conference of Federal-Provincial-Territorial Ministers and Deputy Ministers of Agriculture July 9-10, 2003 - Winnipeg Manitoba

Provincial and Regional Breakdown by % in 2003 - 2004



Conferences Served by CICS - From April 1, 2003 to March 31, 2004									
Sector	First Ministers	F-T Ministers	F-T Deputy Ministers	FPT Ministers	FPT Deputy Ministers	Premiers	P-T Ministers	P-T Deputy Ministers	Total
Agriculture (includes Rural Development)				4			1		5
Citizenship and Immigration				1	1				2
Education <small>(* - Canadian Education Statistics Council (CESC) - 1 - Joint FPT DM's meeting on Financial Assistance to Students - 2)</small>					3*		3	2	8
Environment (includes Wildlife, Endangered Species and Joint Fisheries & Aquaculture)				2	2				4
Finance							3	1	4
Fisheries (includes Aquaculture)				1	2				3
Health (includes Seniors and Symposium on Public Health)				3	4		1	4	12
Heritage (includes Francophone Affairs)				1			1		2
Housing				1			1	1	3
Human Resources and Social Services (includes Labour)				5	4		2	3	14
Industry (includes Innovation, Joint Innovation and Trade, Tourism, Internal Trade and Consumer Affairs)				4	2		1		7
Intergovernmental Affairs	1			1		6		2	10
Justice and Solicitor General (includes Chief Coroners and Chief Medical Examiners, Justice Efficiencies and Access to the Justice System and Court Administration)				1	5		1	3	10
Local Government (includes Urban Regional Research [ICURR])							1	1	2
Native / Aboriginal Affairs							1	1	2
Natural Resources (includes Mines, Energy and Mines and Forestry)		1		3	1				5
Northern Development				1					1
Public Works & Government Administration (includes Public Service Commissioners' and Public Works)					2				2
Status of Women				1	3				4
Trade (see Industry)									
Transport				1	3				4
TOTAL	1	1		30	32	6	16	18	104

Information Services

Information Services is responsible for the information management, technology and communication functions of the organization.

During this fiscal year the Secretariat finalized its review of the structure of Information Services. This exercise saw the creation of a new position, Manager, Information Services which oversees both the information management and the technology sectors of the agency. In recognition of the importance of Information Services to the operations of the Secretariat, the Manager of this unit was made a member of the Secretariat's Senior Management Committee.

Information Management

The core activity of Information Management is to manage documentation and related materials emanating from or related to the numerous conferences served by CICS. The unit is also responsible for the management of all recorded material related to the administration and operation of the organization.

A project, started last year, of sending the first 10 years (1973 to 1983) of original documents to an off-site storage facility has been completed. The process of digitizing the list of documents for these meetings will continue this year. These lists will then be available in an electronic format which will allow for a more efficient search of the documents stored off-site.

The publication related to the First Ministers' Conferences from 1906 to 2004 is in the final stages of preparation and is expected to be distributed to all governments across Canada and be available on our website in the summer of 2004.

Archives

The CICS archive is a unique collection of documents, which spans virtually every sector of intergovernmental conference activity dating back to 1973. It is unique in nature as it is the only comprehensive archives of this kind in Canada. It is worthwhile to note that the Secretariat is only the custodian of the material, as the documents remain the legal property of the originating

government or governments.

While the archive is primarily for the use of governments, unclassified materials are made available upon request from the public and through the Secretariat website.

Documents tabled by delegations at each conference are classified and catalogued in preparation for integration into the Information Centre after the end of each meeting. Additional material created by the Secretariat on behalf of the Chair or Co-chairs (such as the final agenda, list of delegates, etc.) is also added to the archives to create a comprehensive record of each conference served by the Secretariat.

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

Number of Conference Documents in the Archives as of March 31, 2004

Federal-Provincial-Territorial	24,670
Federal-Territorial	41
Provincial-Territorial	10,683
Grand Total	35,394



*Federal-Provincial-Territorial
Ministerial Conference on Francophone Affairs
September 19, 2003 - Winnipeg, Manitoba*

Photo: François Nadeau
(Ministère de l'éducation du Québec)

An additional 1,432 new documents were added to the archives in 2003-2004.

Number of New Conference Documents in the Archives 2003 - 2004			
Conference Type and Level	Type and Number of Documents		
	Classified	Unclassified	Total
Federal-Provincial-Territorial			
First Ministers	2	0	2
Ministers	392	101	493
Deputy Ministers	480	11	491
<i>Sub-Total</i>	<i>874</i>	<i>112</i>	<i>986</i>
Federal-Territorial			
First Ministers	0	0	0
Ministers	2	19	21
Deputy Ministers	0	0	0
<i>Sub-Total</i>	<i>2</i>	<i>19</i>	<i>21</i>
Provincial-Territorial			
Premiers	28	61	89
Ministers	153	16	169
Deputy Ministers	167	0	167
<i>Sub-Total</i>	<i>348</i>	<i>77</i>	<i>425</i>
Total Number of New Documents	1,224	208	1,432

Requests for Conference Related Materials

The staff of the Information Centre responds to requests for documents, publications and information. Many of the requests for information were received from government officials, universities, students and private firms in Canada, the United States and from other countries. In 2003-2004, the Information Centre received 199 requests from groups and individuals for conference related material.

To date there are approximately 460 clients, up by 75, who have requested notification of our website updates. This number continues to increase. The majority of the update advisories goes to various federal, provincial and territorial governments' officials, and also includes other governments, the media, universities, and the general public.

Information Services

Information Technology

Information Technology (IT) plays an essential role in ensuring that high quality services are provided to CICS personnel and conference clients. It is also focused on remaining at the leading edge of technological developments. New innovations are continually being assessed for possible implementation at the home office or on conference site.

Due to the ever increasing threats from hackers, worms and viruses, CICS installed an enhanced firewall and sophisticated anti-virus and anti-spam software on its network. Because of this implementation CICS has not been affected by malicious intrusion attempts or virus attacks.

A desktop publishing suite was made operational at the Secretariat's home office. It offers the ability to create publications, transfer VHS tapes to CD-ROM or DVD and to edit sound clip recorded on CDs.

The Electronic Message System continues to be in demand and is provided by CICS when possible and warranted. Access to the Internet by delegates on conference sites is being provided at all conferences. Hi-speed Internet access is provided when possible and warranted. A synchronized remote control system for PowerPoint presentations is now available to our clients

Communications

When applicable, the Secretariat continues to post conference information, conference communiqués and related documents on its website (www.scics.gc.ca) immediately after the close of each conference we serve. A total of 82 communiqués, documents and publications were posted in 2003-2004.

The number of visitors to our site in 2003-2004 reached 2,448,753, an increase of 572,900 from 2002-2003.

Corporate Services is responsible for the Secretariat's Finance, Personnel and Administration Services.

Finances

The CICS budget for 2003-2004 as compared to 2002-2003 was as follows:

	2003-2004	2002-2003
	\$	\$
Main Estimates	3,930,000	3,746,000
Supplementary Estimates	2,276,791	1,573,281
Total Funding	6,206,811	5,319,281

In terms of the Main Estimates for the Secretariat, the funding for 2003-2004 increased by \$184,000 or 4.9%, because of collective bargaining and the related government contribution to employee benefit plans. With respect to Supplementary Estimates, of the above mentioned amounts, \$2,197,000 in 2003-2004 and \$1,337,000 in 2002-2003, were secured to fund an increase conference activity. The balance pertains mostly to rising personnel costs relating to collective bargaining.

Total spending for 2003-2004 amounted to \$5,260,740 or 4.5% above that spent in 2002-2003 and this in spite of a 11% decrease in conferences served, from 117 in 2002-2003 to 104 in 2003-2004. This increase was attributed, for the most part, to increased personnel and other direct costs associated with the holding of conferences (increase in the cost of services obtained, type and location of conferences).

As a consequence, CICS generated a surplus of \$946,071 for 2003-2004. Of this amount, \$178,800 could be made available to CICS in 2004-2005 under the Treasury Board 5% carry forward provisions.

	2003-2004	2002-2003
	\$	\$
Salaries and Wages	2,114,533	1,977,273
Employee Benefit Plans	369,791	270,230
Sub-total - Personnel Cost	2,484,324	2,247,503
Other Operating Costs	2,589,315	2,634,985
Capital Costs	187,101	147,217
Sub-total - Other Operating Costs	2,776,416	2,782,202
Total	5,260,740	5,029,705
Surplus (Deficit)	946,071	289,576

Corporate Services

The CICS Main Estimates for 2004-2005 has been set at \$6,352,000, an increase of 62% over the previous fiscal year. This re-sized budget will allow, from now on, a conference activity level in the range of 110-120 conferences per year and remove the need for supplementary funding in the foreseeable future.

Financial Table - Provincial Contributions Towards CICS' Budget (000's)

Population Census 2001		2003-2004							2004-2005
		Main Estimates			Contribution payment received				To be subtracted from next billing
	%	Co-shared ² Amount	Budget Adjustment 2002-2003	Projected ³ Contribution	Co-shared ² Amount	Plus: Budget Adjustment 2002-2003 ⁴	Total Billed	Actual Contribution	Budget ⁵ Lapse 2003-2004
Total Budget/Expenditures		6,292.0	1,573.3	7,865.3	5,260.8	1,283.7	6,544.5		(930.2)
Less: Federal Share ¹		3,738.5	1,022.9	4,761.4	3,169.9	733.3	3,903.2		(904.7)
Total Provincial Share		2,553.5	550.4	3,103.9	2,090.9	550.4	2,641.3		(25.5)
Newfoundland and Labrador	1.7	43.4	9.3	52.7	43.4	9.3	52.7	52.7	(7.9)
Nova Scotia	3.0	76.6	16.5	93.1	76.6	16.5	93.1	49.0	0.0
New Brunswick	2.4	61.3	13.2	74.5	61.3	13.2	74.5	38.3	0.0
Prince Edward Island	0.5	12.7	2.8	15.5	12.7	2.8	15.5	15.5	(2.3)
Quebec	24.2	618.0	133.2	751.2	618.0	133.2	751.2	131.3	0.0
Ontario	38.2	975.4	210.3	1,185.7	975.4	210.3	1,185.7	355.6	0.0
Manitoba	3.7	94.5	20.4	114.9	94.5	20.4	114.9	30.0	0.0
Saskatchewan	3.3	84.3	18.1	102.4	84.3	18.1	102.4	102.4	(15.3)
Alberta	9.9	252.8	54.5	307.3	252.8	54.5	307.3	185.1	0.0
British Columbia	13.1	334.5	72.1	406.6	334.5	72.1	406.6	95.0	0.0
Total	100.0	2,553.5	550.4	3,103.9	2,553.5	550.4	3,103.9	1,054.9	(25.5)

Notes:

¹ Federal share includes 50% of operational budget/expenditure plus, employee benefit plans for federal employees, translation costs, tenant services, capital and revenue shortfalls resulting from the non-payment or partial payment by the provinces of their respective share.

² Provincial contributions are per capita, based on the 2001 population census.

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

⁴ Of the \$1,573,300 supplementary estimates obtained in 2002-2003, \$1,283,700 was actually spent, of which \$550,400 was billed to provinces.

⁵ Budget lapse is the result of difference between amount invoiced and share based on actual 2003-2004 expenditures.

Personnel

The intergovernmental nature of the Secretariat is not only reflected in its budget but also in the composition of its personnel which encompasses federal and provincial employees. The goal of CICS is to have half the staff of the Conference Services unit consist of provincial public servants who are seconded to the agency by their respective governments for a period of three to four years.

The Information Services and Corporate Services Units are staffed by federal government employees as is the Executive office. The Secretary, as Deputy Head, is appointed by federal order-in-council following consultation with provincial governments.

Over the years, the mix of federal and provincial public servants has served the Secretariat well. It has brought various perspectives, the development of fresh approaches and constantly renewed enthusiasm to the organization while ensuring continuity and neutrality in its delivery of service and a critical level of experience mixed with historical and corporate insight.

Recent arrivals to the Secretariat were:

- François Leblanc (Quebec) as Assistant Conference Coordinator, and
- Robert Gosselin as a User Support Analyst in the Information Technology Unit.

Departing employees were:

- Gaëtan Pelletier (Federal), Conference Coordinator;
- Melody Beck (Prince Edward Island), Assistant Conference Coordinator;
- Jacqueline Teffaine (Manitoba), Conference Assistant;
- Carole Canuel (Federal), Conference Assistant; and
- Ghislaine Labonté, Assistant to the Secretary (a long serving CICS employee who retired in December 2003).

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