

Canadian Intergovernmental Conference Secretariat





Canadian Intergovernmental
Conference Secretariat

Report to Governments

2004 - 2005

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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.

The multilateral intergovernmental conference is an important feature of Canadian federalism. It is a key instrument for consultation, coordination and negotiation among governments; federal, provincial, and territorial.

The Canadian Intergovernmental Conference Secretariat (CICS) was created by the First Ministers of Canada in May 1973. The agency 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 federal, provincial, and territorial 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.

Message from the Secretary



Fiscal year 2004-2005 has been one of transition for the Secretariat. Following the retirement of the Secretary, Mr. Stuart MacKinnon, who occupied this position for over two decades, I was appointed as his successor by the Prime Minister following an open intergovernmental competition process. As Assistant Secretary of CICS, I have had the distinct privilege and pleasure of working closely with Stuart over the years. His leadership, counsel, management skills, extensive experience and knowledge in the field of intergovernmental relations served federal, provincial and territorial governments and the agency well.

The Secretariat provided administrative services to 106 senior level conferences in 2004-2005. This includes a record 8 meetings held at the First Ministers' level.

CICS, through the dedication and professionalism of its personnel will continue to develop and implement flexible and innovative policies and procedures to improve the level of conference administrative services offered to all governments.

André M. McArdle
Secretary, Canadian Intergovernmental Conferences

Ottawa, July 2005

Message from the former Secretary

Photo: Couvrette Studio



Having retired in November 2004, I am pleased to have the unexpected opportunity for one last word in a Report to Governments.

It was another busy year at the Secretariat, topped off for me with two First Ministers' Meetings in my last two full months in office. That could be described as "going out with a bang"!

During my watch, from May 1, 1983 to November 19, 2004, CICS served 2,026 conferences. Of these, no less than 101 were at the level of First Ministers (including Premiers' meetings).

Among the more notable processes served were those on: Aboriginal Constitutional Matters; the Annual First Ministers' Conferences under the 1985 Regina Accord; and the Multilateral Constitutional Process of 1992 (where CICS staff formed the core of administrative support).

CICS staff also served at many different Summit meetings, such as: the G7 (now G8) at Toronto, Halifax, and Kananaskis; the Francophone Summit at Québec City; the Asia Pacific Economic Co-operation (APEC) Summit in Vancouver; and the Summit of the Americas in Québec City.

On a personal note, my biennial consultation visits stand out in my memory. These provided an opportunity to focus on intergovernmental conference matters with our provincial principals (later expanded to include territorial deputy ministers), and in the process, to appreciate the variety and grandeur of our vast country - from sea to sea to sea.

Looking back over more than 21½ years with CICS, it is hard to believe the changes that have occurred in the workplace. Take, for example, the technological advances that have greatly improved the quality and speed of service, and, at the same time, empowered staff by providing much greater access to information. Well within that time we moved from having electric typewriters for a few persons to the latest laptop computers for all. Now, for better or for worse, e-mail and Blackberries dominate our days.

Many other changes have taken place in CICS during those years. However, one thing has remained constant there - a deep-seated culture of service. I have been struck by the dedication and professionalism of CICS staff in providing high quality service to all governments on an impartial basis, often during difficult, adverse circumstances. Looking to the future, I believe the Secretariat is strong and flexible, well served by its staff, ready, willing and able to meet the challenges that will arise. I wish them well.

Stuart MacKinnon
Secretary, Canadian Intergovernmental Conferences
(Retired)

Ottawa, July 2005

Conferences

The number of conferences served by the Secretariat in the 2004-2005 fiscal year was 106. With this total CICS has maintained an average of over 100 conferences served for the last seven fiscal years.

The Secretariat provided services in 2004-2005 to a record 8 meetings at the level of First Ministers. These were:

- ◆ 2004 Western Premiers' Conference
July 7-9, Inuvik, Northwest Territories
- ◆ Meeting of the Council of the Federation
July 28-30, Niagara-on-the-Lake, Ontario
- ◆ Meeting of the Council of the Federation
September 1-2, Toronto, Ontario
- ◆ Meeting of the Council of the Federation
September 12, Ottawa, Ontario
- ◆ Special Meeting of First Ministers and Aboriginal Leaders
September 13, Ottawa, Ontario
- ◆ First Ministers' Meeting
September 13-16, Ottawa, Ontario
- ◆ Meeting of the Council of the Federation
October 25-26, Ottawa, Ontario
- ◆ First Ministers' Meeting
October 26, Ottawa, Ontario

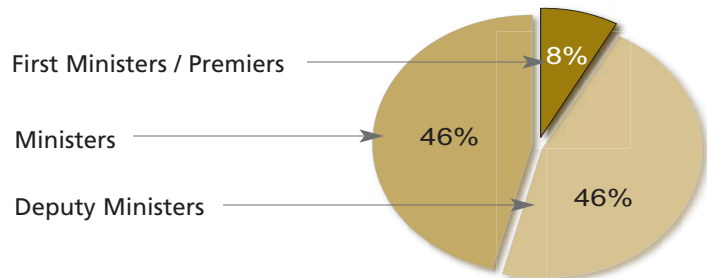


Photo: Dave Chan - Prime Minister's Office

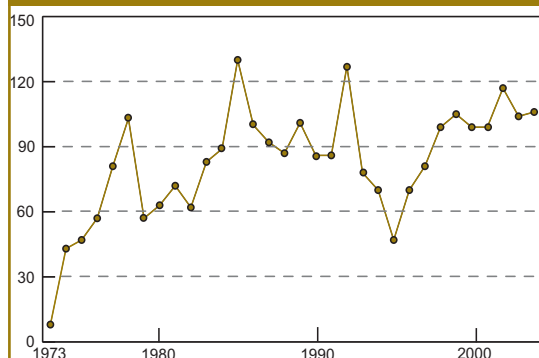
*First Ministers' Meeting - September 13-16, 2004
Ottawa, Ontario*

The Secretariat also provided its support to 49 ministerial conferences (representing 46% of all meetings served in 2004-2005) and to 49 deputy ministerial conferences (46%).

Conferences by Level in 2004 - 2005



Conferences Served by CICS (1973 to present)



1973-74	8	1984-85	89	1995-96	47
1974-75	43	1985-86	130	1996-97	70
1975-76	47	1986-87	100	1997-98	81
1976-77	57	1987-88	92	1998-99	99
1977-78	81	1988-89	87	1999-00	105
1978-79	103	1989-90	101	2000-01	99
1979-80	57	1990-91	86	2001-02	99
1980-81	63	1991-92	86	2002-03	117
1981-82	72	1992-93	127	2003-04	104
1982-83	62	1993-94	78	2004-05	106
1983-84	83	1994-95	70		

Conferences

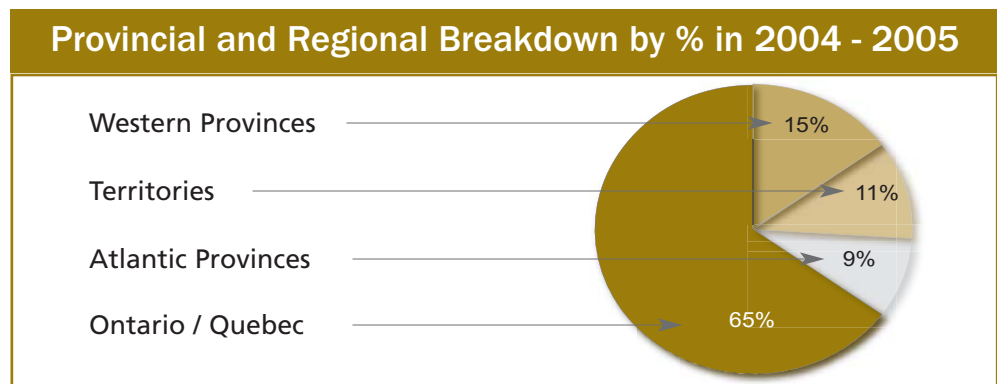
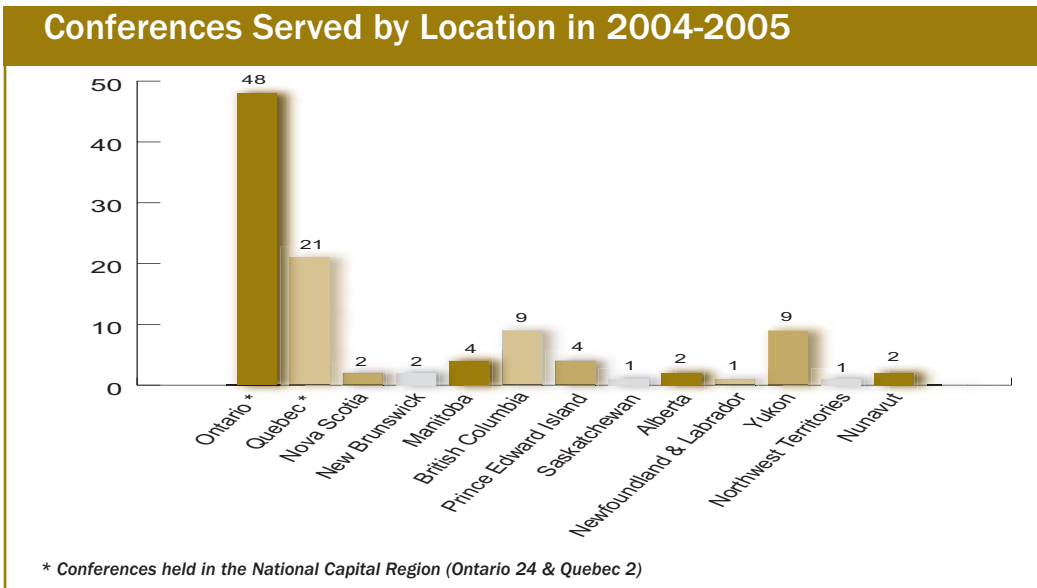
On a regional basis, in 2004-2005, CICS served 16 meetings in Western Canada (15% of the total), 9 meetings in Atlantic Canada (9%), 48 and 21 conferences in Ontario and Quebec respectively (which includes the National Capital Region) (65%) and 12 meetings in the Territories (11%).

The most active sectors in terms of number of conferences were Intergovernmental Affairs meeting 13 times and Human Resources and Social Services including Labour which met 12 times in 2004-2005 followed closely by Health with 11 meetings.



Photo: Dave Chan - Prime Minister's Office

First Ministers' Meeting - September 13-16, 2004, Ottawa, Ontario
(Signing of the Health Accord)



Conferences Served by CICS - From April 1, 2004 to March 31, 2005

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				3			2		5
Citizenship and Immigration				1	1				2
Education * (Canadian Education Statistics Council (CESC) -1) * (Joint FPT DM's meeting on Financial Assistance to Students -1) (includes China/Canada Roundtable on Education)					2*		2	3	7
Emergency Preparedness				1	1				2
Environment (includes Joint Forest, Wildlife, Endangered Species, Fisheries & Aquaculture)				3	5				8
Finance							2		2
Fisheries (includes Aquaculture)				2	1				3
Health (includes Health Retreat, Premiers' Campbell-McGuinty Forum, and Blueprint on Aboriginal Health)				2	3		3	3	11
Heritage (includes Francophone Affairs)				2			1		3
Housing				1	1		1	1	4
Human Resources and Social Services (includes Labour, Labour Market Ministers and Labour Legislation)				3	4		3	2	12
Industry (includes Joint Industry & Innovation, Internal Trade and Consumer Affairs)				1	2		1		4
Intergovernmental Affairs	3				3	5		2	13
Justice (Formerly Justice and Solicitor General) (includes Chief Coroners and Chief Medical Examiners and Joint Justice and Emergency Management)				2	1		1	2	6
Local Government							2	1	3
Native / Aboriginal Affairs							1	1	2
Natural Resources (includes Mines, Energy and Forest)		1		3	2				6
Northern Development				1					1
Public Works & Government Administration (includes Public Service Commissioners and Public Trustees & Guardians)					3				3
Sports and Recreation				1	1		1		3
Status of Women				1	2				3
Transport				1	2				3
Total	3	1	0	28	34	5	20	15	106

Information Services

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

Information Management

The core activity of Information Management is to manage documentation (hardcopy and electronic) and related materials (audio and visual) emanating from or associated to the numerous conferences served by CICS. It is also responsible for the management of all recorded material related to the administration and operation of the organization.

The lists of documents from all conferences served by CICS have been digitized and stored on our network. This allows for a more efficient search of the conference documents. It is still our intention to digitize the documents from the First Ministers' and Premiers' meetings prior to sending the originals off-site.

The publication related to the First Ministers' Conferences from 1906 to 2004 was distributed to all governments and is available on our website. Updated pages, to include 2004 conferences, for this publication and the Premiers publication (1887-2004) will be available on our website (www.scics.gc.ca) this fall.

A review of various electronic document management systems was undertaken. PROFF was the system chosen as the best fit for our needs. This system will not only capture our corporate memory but will replace our current MS Access Conference Database. It will also allow us to create an electronic inventory of our conference document holdings. PROFF will enable us to manage and retrieve the conference information and documents as well as our administrative information in a more effective manner all within one database system.

Archive

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 archive 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 archive 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 create a comprehensive record of each conference served by the Secretariat.

In addition to conference documentation, the Information Management 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.

Federal-Provincial-Territorial	25,719
Federal-Territorial	54
Provincial-Territorial	11,094
Grand Total	36,867

An additional 1,473 new documents were added to the archive in 2004-2005.

Number of New Conference Documents in the Archive 2004 - 2005			
Conference Type and Level	Type and Number of Documents		
	Classified	Unclassified	Total
Federal-Provincial-Territorial			
First Ministers	14	17	31
Ministers	378	82	460
Deputy Ministers	539	19	558
<i>Sub-Total</i>	<i>931</i>	<i>118</i>	<i>1,049</i>
Federal-Territorial			
Ministers	2	11	13
Deputy Ministers	0	0	0
<i>Sub-Total</i>	<i>2</i>	<i>11</i>	<i>13</i>
Provincial-Territorial			
Premiers	15	16	31
Ministers	192	17	209
Deputy Ministers	168	3	171
<i>Sub-Total</i>	<i>375</i>	<i>36</i>	<i>411</i>
Total Number of New Documents	1,308	165	1,473

Requests for Conference Related Materials

The staff of the Information Management Centre responds to requests for documents, publications and information. In 2004-2005, we received 147 requests from groups and individuals for conference related material. Many of these requests were received from government officials, universities, students and private firms in Canada, the United States and other countries.

To date there are approximately 525 clients, who have requested notification of our website updates. This number continues to increase. The update advisories go to various Canadian federal, provincial and territorial government officials, other governments, members of 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 the CICS personnel and conference clients. It also focuses 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.

For the first time, CICS was asked to integrate photos on access passes for the First Ministers' Meetings held in September and October 2004. Information Technology researched various products, choosing the best suited software for our requirements. Two databases; one for delegates and one for the media were also created for this specialized, secure registration process. More than 500 photos were taken on site for the two meetings. The photo ID system proved itself to be user friendly, fast and secure.

Hi-speed Internet access for delegates on conference site is now a standard service, provided by CICS, where DSL lines are available. The number of Internet stations has also been increased from two to four. A router allows the four computers to share the bandwidth of one DSL line to access the Internet.

CICS' network servers were upgraded to Windows Server 2000 and 2003 from Windows NT 4.0. At the same time, our Microsoft Exchange 5.5 server was upgraded to Exchange 2003.

New systems were purchased for on site PowerPoint presentations. The laptops have a powerful CPU, plenty of RAM, a large capacity hard disk and an impressive video card. Presentations with sound and video clips can be easily handled by these new systems.

The Information Technology team continues to research and test new technology as it becomes available. It also continues to be responsible for User support, Corporate Applications support, Training, Communications and Security.



Photo: CICS

Ministers of Energy and Mines - July 19-20, 2004
Iqaluit, Nunavut



Photo: CICS

CICS' Photo ID - First Ministers' Meeting
September 13-16, 2004 - Ottawa, Ontario

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

Finances

The CICS budget for 2004-2005 as compared to 2003-2004 was as follows:

	2004-2005	2003-2004
	\$	\$
Main Estimates	6,352,000	3,930,000
Supplementary Estimates	-65,965	2,276,791
Total Funding	6,286,035	6,206,811

In terms of the Main Estimates for the Secretariat, the funding for 2004-2005 increased by \$2,422,000 or 61.6%, for the most part, because of the \$2,197,000 (included in Supplementary Estimates in 2003-2004) obtained to fund an increased conference activity and collective bargaining and the related government contribution to employee benefit plans. With respect to Supplementary Estimates, the amount for 2004-2005 reflects a downward adjustment in the Secretariat's contribution to the Employee Benefit Plans. The 2003-2004 amount included an amount of \$2,197,000 to fund an increased conference activity (and as explained above, is now part of Main Estimates) and the balance to cover collective bargaining and related adjustment in Employee Benefit Plan costs.

Total spending for 2004-2005 amounted to \$5,586,014 or 6.6% above that spent in 2003-2004. A number of reasons explains this increase: a 2.9% increase in conference activity, from 104 in 2003-2004 to 106 in 2004-2005; and a higher than average First Ministers Meetings.

As a consequence, CICS generated a surplus of \$700,021 for 2004-2005. Of this amount, \$294,850 could be made available to CICS in 2005-2006 under the Treasury Board 5% carryforward provisions. Furthermore, an amount of \$129,200 will be returned to those provinces who fully contribute their share to the Secretariat's operational budget in the form of a credit note towards their 2005-2006 contribution.

	2004-2005	2003-2004
	\$	\$
Salaries and Wages	2,193,437	2,114,533
Employee Benefit Plans	384,035	369,791
Sub-total - Personnel Cost	2,577,472	2,484,324
Other Operating Costs	2,868,653	2,589,315
Capital Costs	139,889	187,101
Sub-total - Other Operating & Capital Costs	3,008,542	2,776,416
Total	5,586,014	5,260,740
Surplus (Deficit)	700,021	946,071

The CICS Main Estimates for 2005-2006 has been set at \$6,306,000, a 1% decrease over the previous fiscal year.

You will find on page 16 a table entitled "Provincial Contributions Towards CICS' Budget" for the year 2004-2005.

Corporate Services

Financial Table - Provincial Contributions Towards CICS' Budget (000's)									
Population Census 2001		2004 - 2005							2005 - 2006
		Main estimates			Contribution payment received				To be subtracted from next billing
	%	Co-shared ² Amount	Less: Budget Lapse 2003-2004	Projected Contribution	Co-shared ² Amount	Less: Budget Lapse 2003-2004	Total Billed	Actual ³ Contribution	Budget ⁴ Lapse 2005-2006
Total Budget/ <i>Expenditures</i>		6,352.0	(946.1)	5,405.9	5,586.0	(766.0)	6,544.5		(700.0)
Less: Federal Share ¹		3,800.0	(920.6)	2,879.4	3,358.6	(740.5)	3,903.2		(375.4)
Total Provincial Share		2,552.0	(25.5)	2,526.5	2,227.4	(25.5)	2,641.3		(324.6)
Newfoundland and Labrador	1.7	43.4	(7.9)	35.5	43.4	(7.9)	35.5	29.7	0.0
Nova Scotia	3.0	76.6	0.0	76.6	76.6	0.0	76.6	76.6	(9.7)
New Brunswick	2.4	61.2	0.0	61.2	61.2	0.0	61.2	61.2	(7.8)
Prince Edward Island	0.5	12.8	(2.3)	10.5	12.8	(2.3)	10.5	10.5	(1.8)
Quebec	24.2	617.6	0.0	617.6	617.6	0.0	617.6	131.3	0.0
Ontario	38.2	974.9	0.0	974.9	974.9	0.0	974.9	355.6	0.0
Manitoba	3.7	94.4	0.0	94.4	94.4	0.0	94.4	30.0	0.0
Saskatchewan	3.3	84.2	(15.3)	68.9	84.2	(15.3)	68.9	68.9	(10.7)
Alberta	9.9	252.6	0.0	252.6	252.6	0.0	252.6	252.6	(32.1)
British Columbia	13.1	334.3	0.0	334.3	334.3	0.0	334.3	95.0	0.0
Total	100.0	2,552.0	(25.5)	2,526.5	2,552.0	(25.5)	2,526.5	1,114.0	(61.9)

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 Budget lapse is the result of difference between invoices and shared based on actual 2004-2005 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. Following the retirement of the former Secretary, the new Secretary, was appointed by federal order-in-council following an open competition process.

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.

Departing employees were:

- ◆ Mr. Stuart MacKinnon, Secretary (retired in November 2004);
- ◆ Ms. Catherine Anne Devlin (Quebec), Conference Coordinator.

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