



**CANADIAN
INTERGOVERNMENTAL
CONFERENCE SECRETARIAT**

2004-2005

PERFORMANCE REPORT

The Right Honourable Paul Martin
Prime Minister of Canada

Table of Contents

SECTION I – OVERVIEW	3
Agency Head’s Message	3
Management Representation Statement	4
Summary Information.....	5
Overall Agency Performance	6
SECTION II – ANALYSIS OF PROGRAM ACTIVITIES BY STRATEGIC OUTCOME	7
Detailed Analysis of Performance	7
SECTION III – SUPPLEMENTARY INFORMATION	10
Organizational Information	10
Table 1: Comparison of Planned Spending to Actual Spending (incl. FTE).....	11
Table 2: Use of Resources by Program Activity	11
Table 3: Voted and Statutory Items Listed in Main Estimates (\$)	12
Table 4: Net Cost of Department for the Estimates Year	12
Table 5: Source of Non-Respendable Revenue	13
Table 5(A): Provincial Contributions Towards CICS’ Budget	14
Table 6: Resource Requirement by Branch or Sector.....	15
SECTION IV – OTHER ITEMS OF INTEREST	16
Conference Related Statistics:	16
Conferences served by CICS (1973 to Present)	16
Conferences by level in 2004-2005	16
Conferences served by CICS – From April 1, 2004 to March 31, 2005	17
Provincial and regional breakdown by % in 2004-2005	18
Conferences served by location in 2004-2005.....	18
REFERENCES.....	19
List of Agency Reports:.....	19
CICS Report on Priorities and Planning.....	19
CICS Performance Report	19
Report to Governments.....	19
First Ministers’ Conferences	19
Premiers’ Conferences.....	19
CICS WEB SITE.....	20
CONTACT FOR FURTHER INFORMATION.....	20

SECTION I – OVERVIEW

Agency Head’s Message

The multilateral intergovernmental conference is a key component of the Canadian federation. It is an instrument for consultation, coordination and negotiation among federal, provincial and territorial governments.

The Canadian Intergovernmental Conference Secretariat (CICS) was established pursuant to an agreement reached at the May 1973 First Ministers’ Conference. It is an agency of both the federal and provincial governments that provides administrative services for the planning and conduct of senior level federal-provincial-territorial and provincial-territorial conferences held throughout Canada.

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

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.

Fiscal year 2004-2005 has been one of transition for the Secretariat with the retirement of my predecessor, Mr. Stuart MacKinnon who occupied the position of Secretary for over two decades. His leadership, counsel, management skills and extensive experience and knowledge in the field of intergovernmental relations served federal, provincial and territorial governments and the agency well.

In 2004-2005, the Secretariat provided services to 106 senior level conferences which were held in every region of the country. Included in the above are a record 8 meetings held at the First Ministers’ and Premiers’ and Territorial Leaders’ level. The month of September was particularly intense for the agency and its staff with a total of 27 conferences served including 2 First Ministers’ meetings and 2 meetings at the Premiers’ and Territorial Leaders’ level.

With the ever increasing demands of its clients, higher operating costs and constantly evolving technology, the Secretariat faced significant challenges in 2004-2005 in maintaining a high level of services to governments.

Through the dedication and high degree of professionalism of its personnel, the agency has met these challenges by the continued development and implementation of flexible and innovative policies.

André M. McArdle
Secretary

Management Representation Statement

I submit for tabling in Parliament, the 2004-2005 Performance Report (DPR) for the Canadian Intergovernmental Conference Secretariat.

This document has been prepared based on the reporting principles contained in the *Guide to the preparation of Part III of the Estimates: Reports on Plans and Priorities*.

- It adheres to the specific reporting requirements outlined in the TBS guidance;
- It uses an approved program activity architecture (PAA) structure;
- It provides a basis of accountability for the results achieved with the resources and authorities entrusted to it; and
- It reports finances based on approved planned spending numbers from the Treasury Board Secretariat in the report on Priorities and Plan and from Estimates and Public Accounts in the Departmental Performance Report.

André M. McArdle
Secretary

Summary Information

Raison d'être

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. Its one-program and one-activity mandate is to provide administrative services for the planning and conduct of First Ministers, Ministers and Deputy Ministers level federal-provincial-territorial and provincial-territorial conferences.

The CICS is an agency of both the federal and provincial governments and, as such, acts as a neutral intergovernmental body. Its budget is supported by both orders of government and its staff includes both federal and provincial public servants. 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.

Total Financial Resources for the Agency (\$ millions)

Planned Spending	Total Authorities	Actual Spending
6.4	6.3	5.6

Total Human Resources for the Agency

Planned Spending	Total Authorities	Actual Spending
31	36	31

Summary of Performance in Relationship to Departmental Strategic Outcomes (\$ millions)

Strategic Outcome / Priorities	Type	Planned Spending	Actual Spending	Expected Results and Current Status
Plan, conduct, and serve without additional funding, 110-120 intergovernmental conferences at the most senior levels in response to requests by governments	Ongoing	6.4	5.6 ¹	106 intergovernmental conferences were served

¹ The lower than planned spending is attributable for the most part to a lower than resourced conference activity level.

Overall Agency Performance

The environment under which CICS operated in 2004-2005 was particularly challenging:

- Out of a total of 106 conferences served, a record eight meetings were at the First Ministers' and Premiers' and Territorial Leaders' level. In mid September and at the end of October, the agency, through separate on-site offices served simultaneously the Council of the Federation and the First Ministers meetings chaired by the Prime Minister.
- Traditionally, September has been a month of high conference activity for the Secretariat. Thus, the First Ministers meetings held in mid September had a significant impact on the agency's ability to serve its regular clients who had previously scheduled meetings in that time frame. The Secretariat rose to the challenge by giving advice to those clients unable to reschedule these meetings and by providing limited services where warranted.
- The agency ensured a flawless transition following the retirement of the former Secretary in November 2004.

CICS assesses achievement of its one-program/one-activity commitments through several performance indicators:

- o Number of conferences served
- o Letters of appreciations and or complaints
- o Number of conferences refused
- o Number of conferences served by non-conference sector personnel

Number of Conferences served:

Within the environment described above, the CICS provided services to 106 conferences in 2004-2005, a 2.9% increase over 2003-2004. Of these meetings, a record 8 were held at the level of First Ministers' and Premiers' and Territorial Leaders':

- 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

For further performance statistics on conferences, the reader is encouraged to review Section IV – Other Items of Interest – Conference Related Statistics.

SECTION II – ANALYSIS OF PROGRAM ACTIVITIES BY STRATEGIC OUTCOME

Detailed Analysis of Performance

Strategic Outcome: Multilateral meetings of First Ministers, Ministers and Deputy Ministers are planned and conducted flawlessly.

Program Activity Name: Canadian Intergovernmental Conference Secretariat

Program Activity Description:

Provision of expert, impartial support services for the planning and conduct of First Ministers, Ministers and Deputy Ministers level federal-provincial-territorial and provincial-territorial conferences.

Total Financial Resources for the Agency (\$ millions)

Planned Spending	Total Authorities	Actual Spending
6.4	6.3	5.6

Human Resources:

Planned Spending	Total Authorities	Actual Spending
31	36	31

CICS assesses achievement of its one-program/one-activity commitments through several performance indicators:

- Number of conferences served
- Letters of appreciations and or complaints
- Number of conferences refused
- Number of conferences served by non-conference sector personnel

Letter of Appreciation and/or Complaints:

While there is no formal system in place to gather this information, appreciation letters are often received from our clients. Of those received, we have chosen the following extracts:

“Terri and I would like to offer you our sincere thanks for all your efforts on our behalf – and in support of the other Premiers and their families – at the recent Council of the Federation (COF) meeting in Niagara-on-the-Lake. We were delighted to have you and your team provide conference support for the event. You did a great job!”

Dalton McGuinty
Premier

“I have received positive feedback from my staff who worked with CICS prior to and during our event. Your attention to detail and your effort to make sure the meeting (Federal-Provincial-Territorial meeting of Ministers Responsible for the Status of Women) proceeded smoothly allowed us the confidence of knowing that our event would be a success.”

Joan Burke
Minister Responsible for
the Status of Women
Government of Newfoundland and Labrador

“On behalf of the FPT unit, I am writing to express our sincerest thanks for the important part you played in assisting Ontario co-host the Federal-Provincial-Territorial Meeting of Ministers Responsible for Justice and Emergency Management from January 23-25, in Ottawa. We could not have accomplished this without the contribution of dedicated people such as you.”

James Dean
FPT Relations Unit
Ministry of the Attorney General
Office of the Assistant Deputy
Attorney General
Province of Ontario

Number of Conferences Refused:

On account of the mid September 2004 First Ministers’ Meetings, the Secretariat informed CICS clients that had regular scheduled sectoral meetings in that time frame that it could not provide full services to their conferences. Various scenarios were discussed with clients including offering to serve the affected meetings at a future date.

Governments who could not entertain postponements were offered pertinent advice and limited services.

Number of Conferences Served by Non-Conference support personnel in CICS.

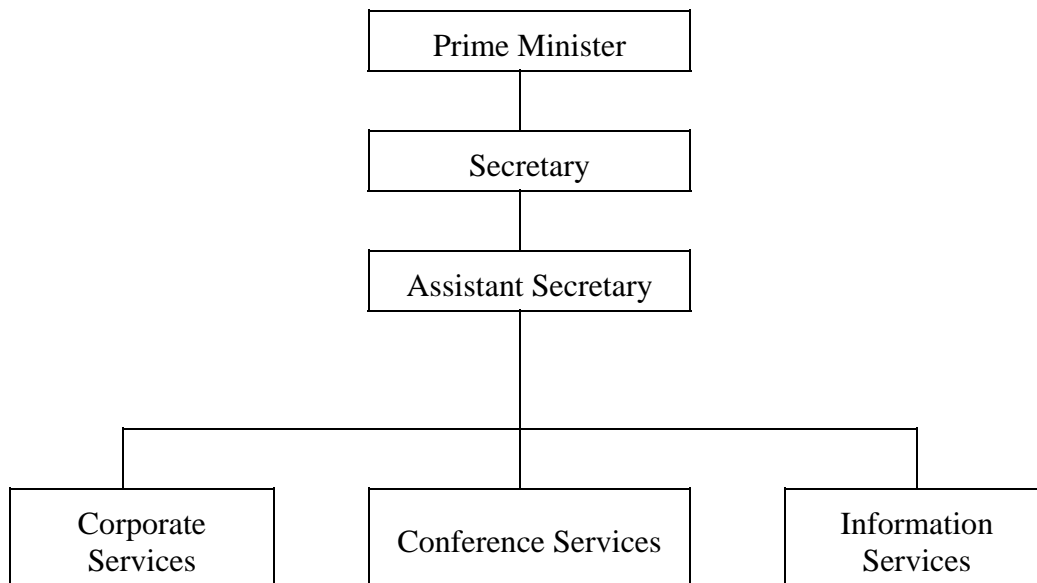
Of the 106 conferences served in 2004-2005, two were served by non-conference personnel (individuals employed in other sectors of the Secretariat but also trained to serve conferences). These would otherwise have had to be refused or postponed.

SECTION III – SUPPLEMENTARY INFORMATION

Organizational Information

The CICS is an agency of both the federal and provincial governments and, as such, acts as a neutral intergovernmental body. Its budget is supported by both orders of government and its staff includes both federal and provincial public servants. 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.

CICS Organization Structure



CICS services include pre-conference planning and coordination; the set-up of conference site facilities; secretaryship; interpretation; the translation, printing, distribution and control of documents; media relations; security; and the provision of technical equipment and secretarial and technical assistance which includes informatics.

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. The Secretariat has also its world wide web site containing not only pertinent information on the organization and its activities but most importantly, conference communiqués released immediately after the close of major conferences we serve.

Table 1: Comparison of Planned Spending to Actual Spending (incl. FTE)

(\$ millions)	2002-2003 Actual	2003-2004 Actual	2004-2005			
			Main Estimates	Planned Spending	Total Authorities	Actual
Canadian Intergovernmental Conference Secretariat	5.0	5.3	6.4	6.4	6.3	5.6
Less: Non-Respendable revenue	0.9	1.1	1.1	1.1	1.1	1.1
Plus: Cost of services received without charge	0.4	0.5	0.5	0.5	0.5	0.5
Net cost of Agency	4.5	4.7	5.8	5.8	5.7	5.0

Full Time Equivalents	31	31	36	31	36	31
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Table 2: Use of Resources by Program Activity

2004-2005			
Canadian Intergovernmental Conference Secretariat	Budgetary		
	Operating	Total: Gross Budgetary Expenditures	Total
Main Estimates	6.4	6.4	6.4
<i>Planned</i>	6.3	6.3	6.3
Total Authorities	6.3	6.3	6.3
<i>Actual Spending</i>	5.6	5.6	5.6

Table 3: Voted and Statutory Items Listed in Main Estimates (\$)

		2004-2005			
Vote or Statutory Item	Canadian Intergovernmental Conference Secretariat	Main Estimates	Planned Spending	Total Authorities	Actual
15	Operating expenditures	5,897,000	5,897,000	5,902,000	5,200,255
(S)	Contributions to employee benefit plans	455,000	455,000	384,035	384,035
	Total	6,352,000	6,352,000	6,286,035	5,584,290

Table 4: Net Cost of Department for the Estimates Year

2004-2005	
Canadian Intergovernmental Conference Secretariat (CICS) (\$ millions)	
Total Actual Spending	5.6
<i>Plus: Services Received without Charge</i>	
Accommodation provided by Public Works and Government Services Canada (PWGSC)	0.3
Contributions covering employers' share of employees' insurance premiums and expenditures paid by TBS (excluding revolving funds)	0.2
	6.1
<i>Less: Non-responsible Revenue</i>	1.1
2004-2005 Net cost of Agency	5.0

Table 5: Source of Non-Respendable Revenue

(\$ millions)	Actual 2002-2003	Actual 2003-2004	2004-2005			
			Main Estimates	Planned Revenue	Total Authorities	Actual
Canadian Intergovernmental Conference Secretariat						
Transfer payments from other governments (See Table 5a)	0.9	1.1	1.1	1.1	1.1	1.1
Miscellaneous Revenues	0.0	0.0	0.0	0.0	0.0	0.0
Total	0.9	1.1	1.1	1.1	1.1	1.1

Table 5(A): Provincial Contributions Towards CICS' Budget

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/Expenditures		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 share based on actual 2004-2005 expenditures.

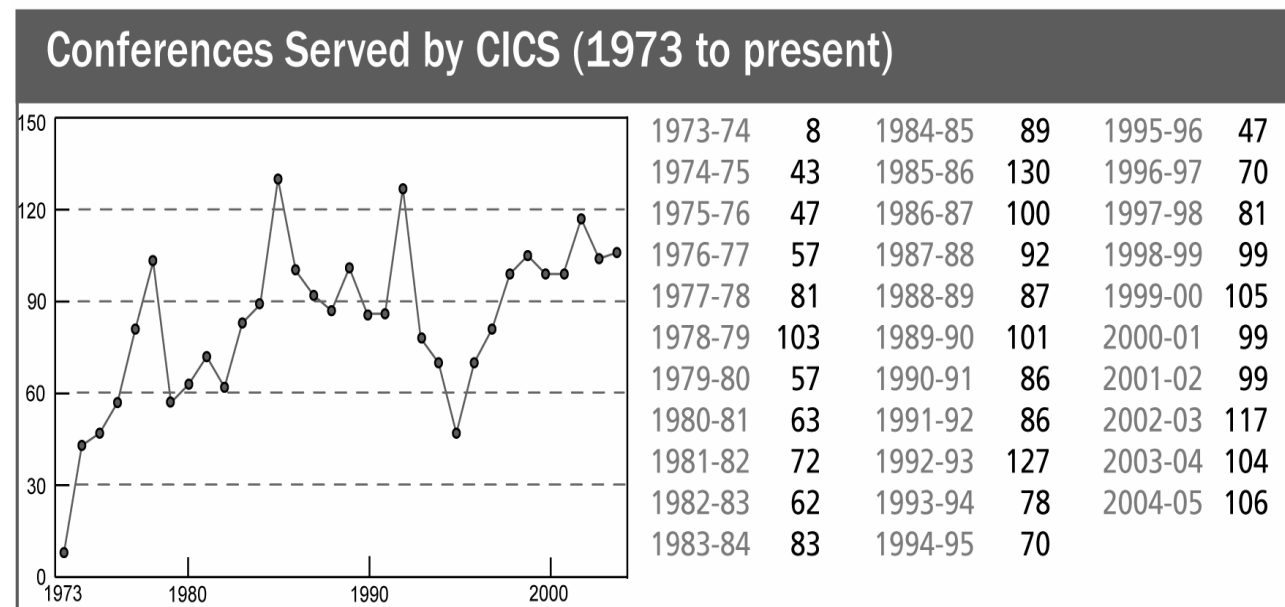
Table 6: Resource Requirement by Branch or Sector

(\$ millions)	Main Estimates	Total Planned Spending	Total Authorities	Actual
Secretary's / Assistant Secretary's Office	0.3	0.3	0.3	0.4
Conference Services	4.5	4.5	4.5	3.8
Information Services	0.9	0.9	0.9	0.8
Corporate Services	0.6	0.6	0.6	0.6
Total	6.3	6.3	6.3	5.6

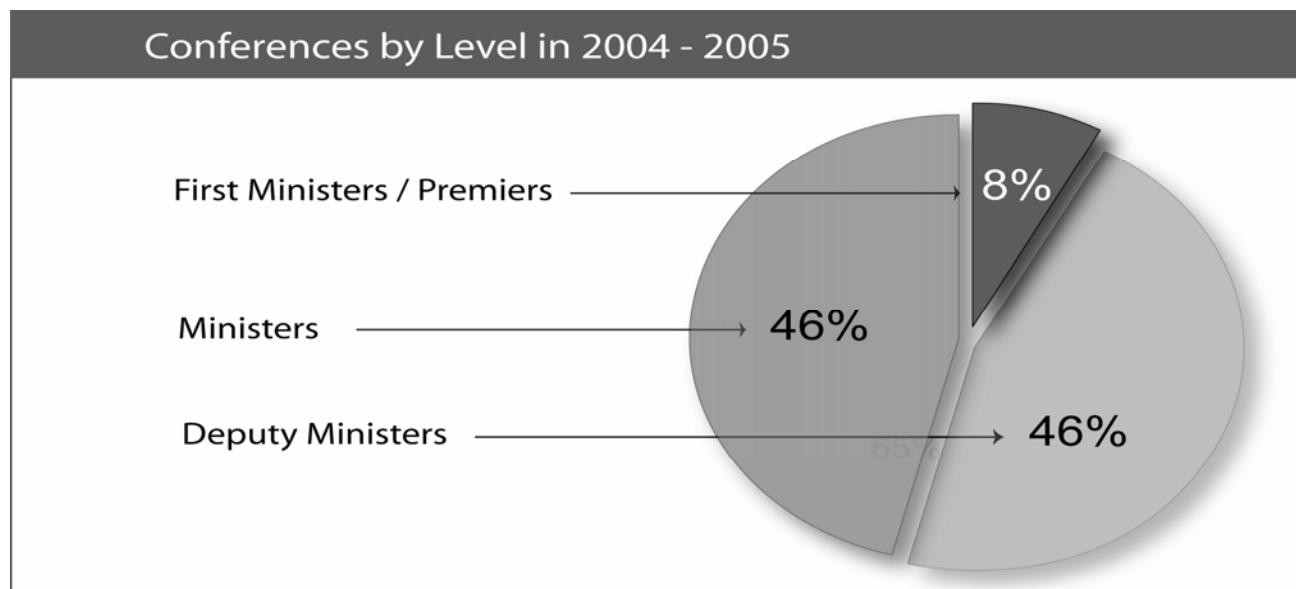
SECTION IV – OTHER ITEMS OF INTEREST

Conference Related Statistics

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 years.



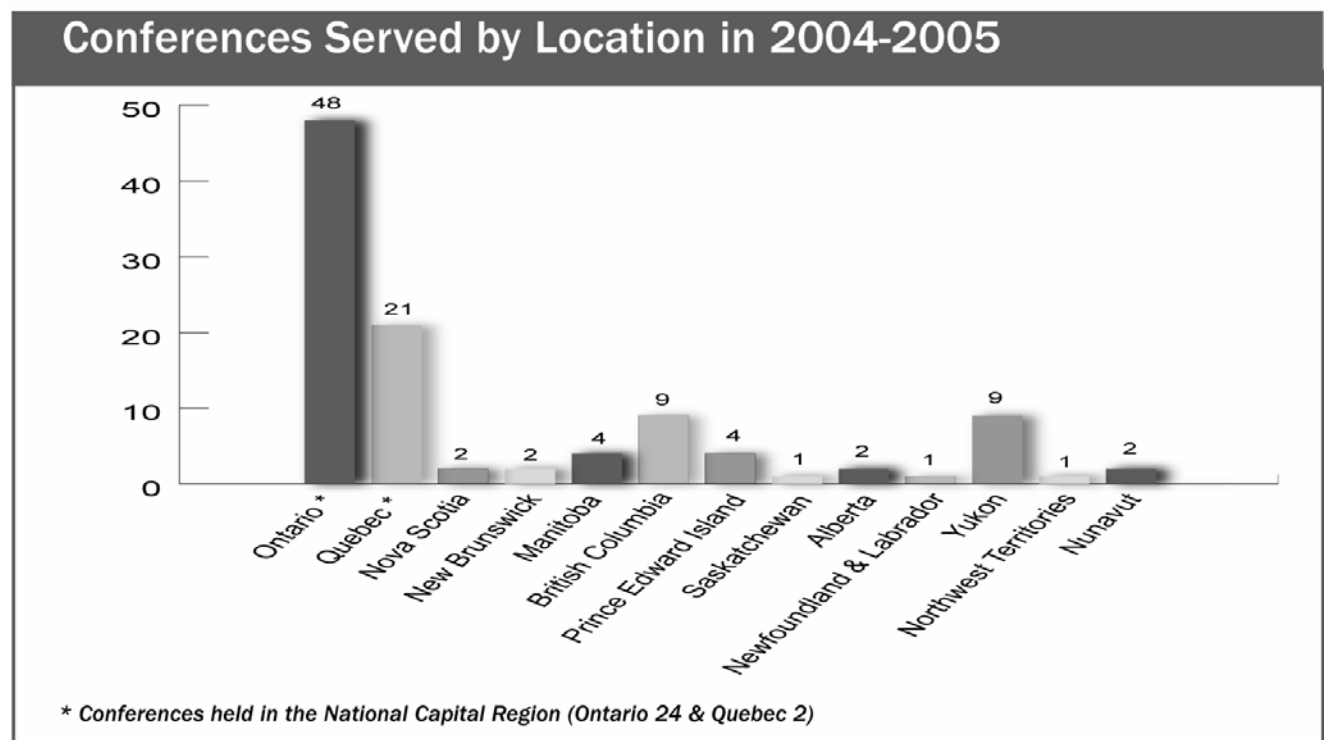
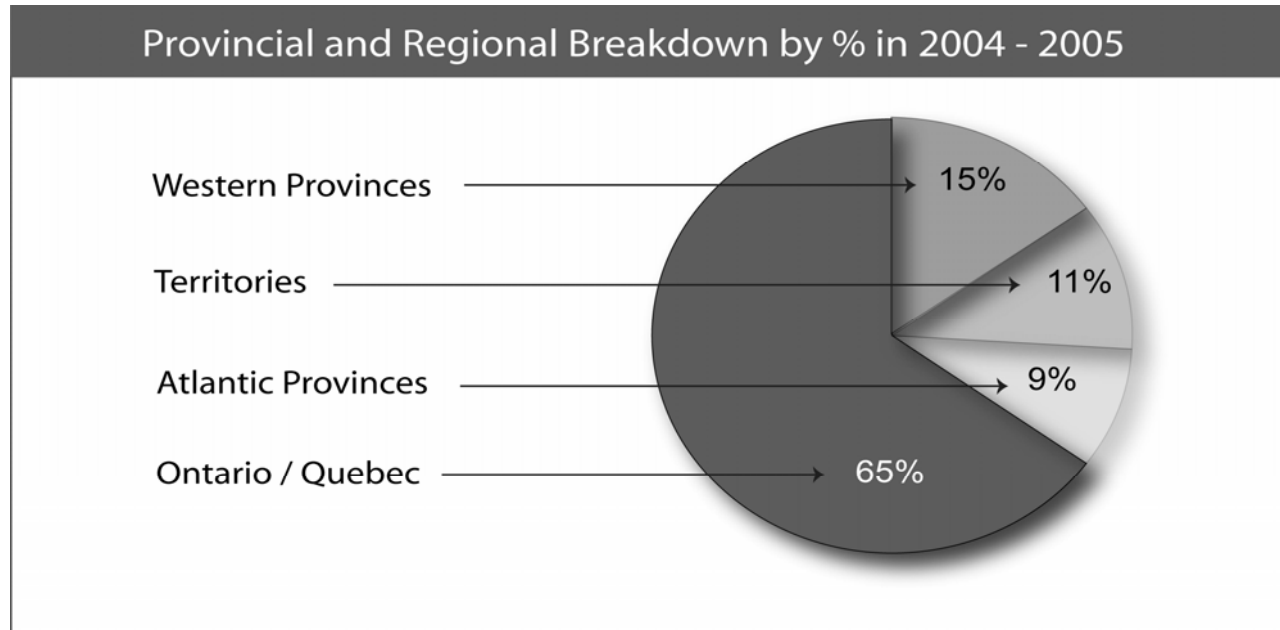
The secretariat provided services in 2004-2005 to a record 8 meetings (8% of total served) at the First Ministers' and Premiers' and Territorial Leaders' level. CICS also provided its support to 49 ministerial conferences (representing 46% of all meetings served in 2004-2005) and to 49 deputy ministerial conferences (46%).



As can be seen from the following table, 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.

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 Forests, 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

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%).



References

List of Agency Reports

CICS Report on Priorities and Planning

- 2005-2006 http://www.scics.gc.ca/pubs/rpp_e05_06.pdf
- 2004-2005 http://www.scics.gc.ca/pubs/rpp_e04_05.pdf
- 2003-2004 http://www.scics.gc.ca/pubs/estimate_2003_2004_e.pdf

CICS Performance Report

- 2004-2005 http://www.scics.gc.ca/pubs/2004e_perfor.pdf
- 2003-2004 http://www.scics.gc.ca/pubs/2003e_perfor.pdf
- 2002-2003 http://www.scics.gc.ca/pubs/2002e_perfor.pdf

Report to Governments

- 2004-2005 http://www.scics.gc.ca/pubs/rep_gov_2004_05_e.pdf
- 2003-2004 http://www.scics.gc.ca/pubs/rep_gov_2003_04_e.pdf
- 2002-2003 <http://www.scics.gc.ca/pubs/report02-03.pdf>

First Ministers' Conferences

- 1906-2004 http://www.scics.gc.ca/pubs/fmp_e.pdf

Premiers' Conferences

- 1887-2002 http://www.scics.gc.ca/pubs/premiers_report_e.pdf
- Addendum http://www.scics.gc.ca/pubs/premiers_addendum2003_e.pdf

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