

Canadian Intergovernmental Conference Secretariat





Canadian Intergovernmental
Conference Secretariat

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Report to Governments

2002 - 2003

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 the Annual Premiers' Conference, the Western Premiers' Conference, and the conference of Eastern Canadian Premiers and New England Governors.

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 convening of the conferences, and to provide continuity to CICS 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 governments can achieve through CICS, the Secretariat also offers the usual advantages of confidentiality, continuity, neutrality, and overall expertise in the planning and organizing of high level intergovernmental conferences in Canada.

Message from the Secretary



Photo: Leclair

At the end of March 2003, CICS completed 30 years of service to intergovernmental conferences. As anniversaries are times for looking back, we have included in this report a brief overview of the eventful 30 years, followed by a chronological list of events significant to the Secretariat and its staff. As well, we have pulled photographs from the depths of our archives to capture some of those special moments.

As we enter our fourth decade we can look forward to the challenges presented by the dynamic field of intergovernmental relations in our federation. With the extensive experience in serving conferences, an ever increasing use of the latest technology, and above all, the knowledge and dedication of our staff, I am confident we will continue to find innovative ways to serve the conference needs of our government clients.

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

Stuart MacKinnon
Secretary, Canadian Intergovernmental Conferences

Ottawa, December, 2003

CICS – 30 Years of Service

On March 31st, 2003 CICS completed its 30th year of providing service to intergovernmental conferences in Canada. During the 30 years span our unique agency had served well over 2,400 meetings in every part of the country, from St. John's in the east to Quadra Island in the west and Pond Inlet in the high Arctic.

Its origins can be traced back to the Constitutional Review process of 1968-71 when the federal government created the Secretariat of the Constitutional Conference (SCC) to provide conference services to the federal and provincial governments who were embarking on detailed and comprehensive constitutional reform discussions.

The SCC provided continuity and cohesiveness to the constitutional discussions – keeping track of a multitude of policy issues within a complex committee structure of ministers and officials reporting to the First Ministers. When that process wound down after the Victoria Conference of June 1971, rather than disband the SCC entirely, the governments of the day recognized the value of an agency to serve on a continuing and impartial basis, not only First Ministers conferences but also the large and growing number of other intergovernmental meetings. Thus it was that on May 25th, 1973 at the Federal-Provincial Conference, First Ministers decided to continue the Secretariat "...under the present Secretary to serve all future meetings of First Ministers as well as other intergovernmental meetings wishing to make the use of its services...and that in view of the changing emphasis of its role, the Secretariat should in future be called the Canadian Intergovernmental Conference Secretariat."

It was left to the federal government to bring the new secretariat into existence. In a letter to the Premiers following the conference, Prime Minister Trudeau said that measures had been taken to establish CICS "...as a separate department for administrative purposes." The federal Order in Council was passed on November 29th, 1973 designating the Secretariat a department for purposes of the Financial Administration Act, the Prime Minister as the responsible minister, and the Secretary, CICS, as the deputy head.

As the Secretariat to First Ministers' conferences, CICS has been privileged to participate in some of the most significant events in Canada's political and constitutional history that occurred during those 30 years: the 1978-81 round of constitutional reform discussions (including CICS serving a meeting in 1980 of the eight Premiers opposed to the federal government's constitutional initiative for patriation); the November 1981 agreement to patriate the constitution with an amending formula and a Charter of Rights, leading to actual patriation in April 1982; the series of First Ministers' conferences (FMCs) on Aboriginal Constitutional Matters, including Leaders of the national aboriginal groups and the territories; the Regina First Ministers' Conference, and a series of annual FMCs on the economy held across the country under the Regina Accord; renewal of constitutional discussions leading to the signing of the Meech Lake Accord in 1987; the fall of the Meech Lake Accord following a week long FMC in Ottawa in June 1990; the intense Canada Round of constitutional talks in 1992 leading to the Charlottetown Accord, and the national referendum that rejected the Accord; the intense round of negotiations leading to the Social Union Framework Agreement of 1999; and the two First Ministers' Meetings on health care early in the 21st century. Throughout all this, CICS was there, serving all governments.

Important as they are, these large historic meetings represent only the tip of the iceberg for CICS services. We have served both the Annual Premiers' Conference and the New England Governors and Eastern Canadian Premiers' Conferences since the mid 1970s, and from the early 1990s added the Western Premiers as regular clients. But the great bulk of meetings served are at the level of ministers and deputy ministers in almost every sector of governmental activity. Over the years the most active have been Human Resources & Social Services (which includes Labour, Labour Market, and Social Policy Renewal); Justice and Solicitor General; and Industry (which includes Science & Technology, Tourism, and Consumer Affairs). The more than 33,000 conference documents stored in our archives attest to the high volume of activity in the intergovernmental field served by CICS.

CICS – 30 Years of Service

There are, of course, many unique experiences and precious memories for CICS staff associated with these conferences – the innumerable air miles travelled; the conferences in remote locations, sometimes under adverse conditions; the last minute changes to conference agendas; the winter storms and other natural phenomena that have left staff stranded in airports and other sites; the satisfaction of contributing to a successful meeting; the bonds of friendship cemented with personnel from every region of the country – all of this contributes to making CICS a very special place to work.



Photo: Andrew-Newton Photography
(Greg Newton)

*Federal Provincial Conference of First Ministers on Aboriginal Constitutional Matters.
Presentation to the Right Honourable Pierre E. Trudeau, Prime Minister by
Mr. Stuart MacKinnon, Secretary, CICS on the occasion of Mr. Trudeau
chairing his last First Ministers' Meeting as Prime Minister
March 8-9, 1984, Ottawa, Ontario*

CICS – A 30 Year Chronology of Events

May 1973	First Ministers agree to the creation of CICS
November 1973	Federal Order in Council passed creating CICS
August 1975	Annual Premiers' Conference (APC) first served by CICS
1976-1977	Co-sharing of budget between federal and provincial governments and a 50-50 cost-sharing formula was begun
June 1977	New England Governors Eastern Canadian Premiers' Conference first served by CICS
1980	Henry F. Davis, first Secretary retires
August 1982	Last meeting of CICS Consultation Committee – Halifax, Nova Scotia (Previous Meetings '75, '77, and '79)
May 1983	Stuart MacKinnon appointed Secretary
June 1983	Secretary's bi-annual consultation visits to provinces begun
February 1985	Regina, the first time a First Ministers' Conference was served by CICS outside of Ottawa
1985-1986	A record number of 130 meetings served
1986	Publication of collation on FMCs "First Ministers' Conferences 1906-1985"
May 1987	1000 th conference served: 18 th Annual Meeting of Deputy Ministers of Labour on International Labour Organization (ILO) Questions
June 1987	Signing of Meech Lake Accord
September 1987	CICS staff assisted at Francophone Summit in Québec City
1987-1988	Provincial secondments increased to equal one half of conference services staff
June 1988	CICS staff assisted at G7 Economic Summit in Toronto
June 1990	The week long FMC on the Constitution
Summer 1992	Multilateral constitutional process – CICS staff formed the core of administrative support
1992-1993	Near record 127 conferences served
1993-1994	Commissioner of Official Languages merit award to CICS
1994-1995	Development and implementation of conference database
1995-1996	Participation of a number of CICS staff at the Halifax G7 Summit

CICS – A 30 Year Chronology of Events

1996-1997	Western Premiers' Conference held in Dawson City, Yukon – first conference at level of Premiers to be held in a territory
August 1997	CICS website established
1997-1998	Client survey completed by Consulting and Audit Canada CICS staff support Asia Pacific Economic Cooperation (APEC) Conference in Vancouver
March 1998	Strategic planning exercise for agency
August 1998	Re-organization of the Secretariat by streamlining structure resulting in an increased cohesive approach to service delivery
December 1998	2000 th conference served: Federal-Provincial-Territorial Meeting of Deputy Ministers on Health - Toronto
1998-1999	Fall and winter intensive round of meetings on Social Union Framework
April 1999	Nunavut territory created – new CICS logo to reflect 14 delegations around the conference table
April 2001	CICS staff assisted in the Summit of the Americas in Québec City
2003	CICS publication "Premiers' Conferences 1887-2002"



Photo: Andrew-Newton Photography
(Greg Newton)

*Federal Provincial Conference of First Ministers on
Aboriginal Constitutional Matters.
March 8-9, 1984, Ottawa, Ontario*

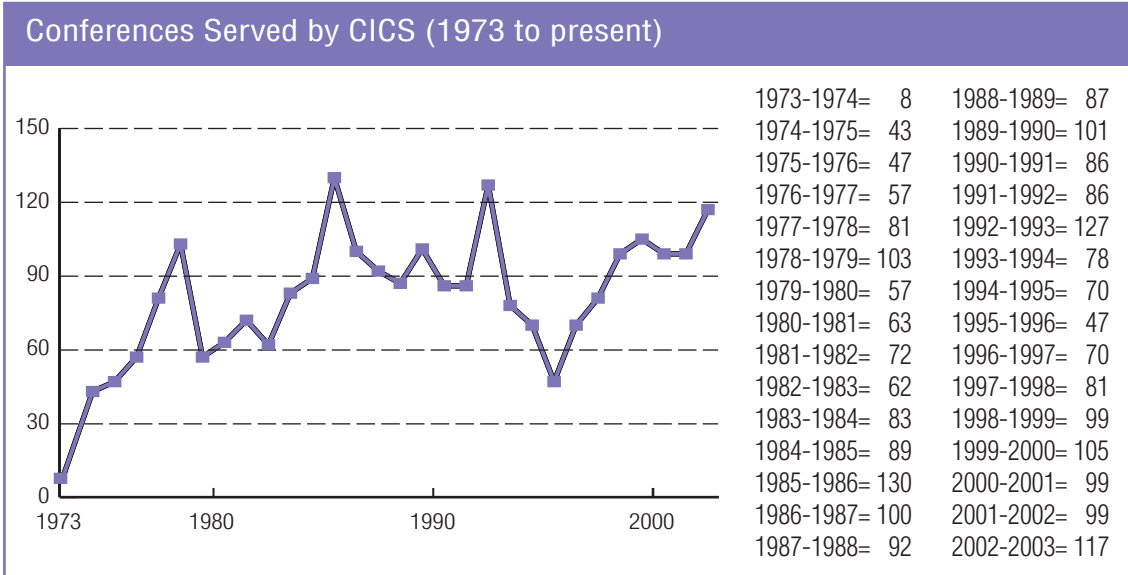
The 2002-2003 fiscal year was an extremely busy one for the Secretariat which served a total of 117 conferences. This figure is significantly above the 100 conferences average of the last four years.

The Secretariat provided services to six meetings at the First Ministers level in 2002-2003. These were: The Western Premiers' Conference on June 4-6 in Dawson City; the 43rd Annual Premiers' Conference on July 31 to August 2, in Halifax; the 27th Annual Conference of New England Governors and Eastern Canadian Premiers in Québec City, on August 25-27; two Provincial-Territorial Premiers' meetings, Toronto, on January 23 and Ottawa on February 4-5; and a Federal-Provincial-Territorial First Ministers' Meeting on February 4-5 in Ottawa.

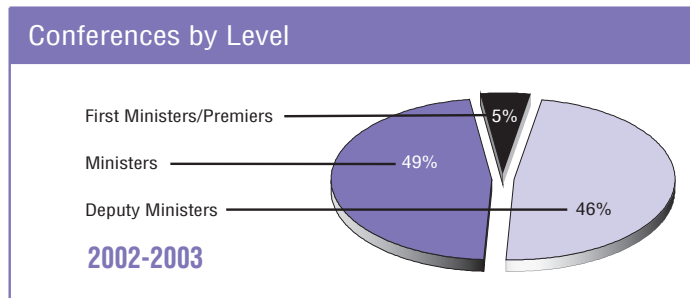


Photo: Courtesy of the Government of New Brunswick (Étienne Allard)

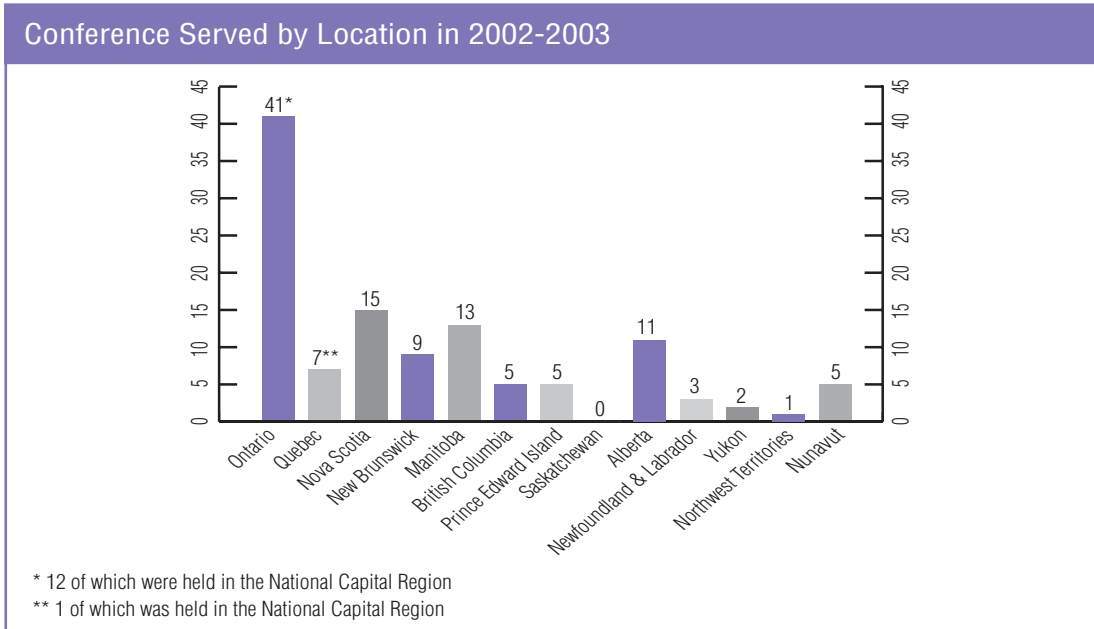
Premier Lord of New Brunswick and Premier Campbell of British Columbia, Premier's Meeting January 23, 2003, Toronto, Ontario



The Secretariat provided its support to 57 ministerial conferences (representing 49% of all meetings served in 2002-2003) and 54 conferences of deputy ministers (46%).



Conferences



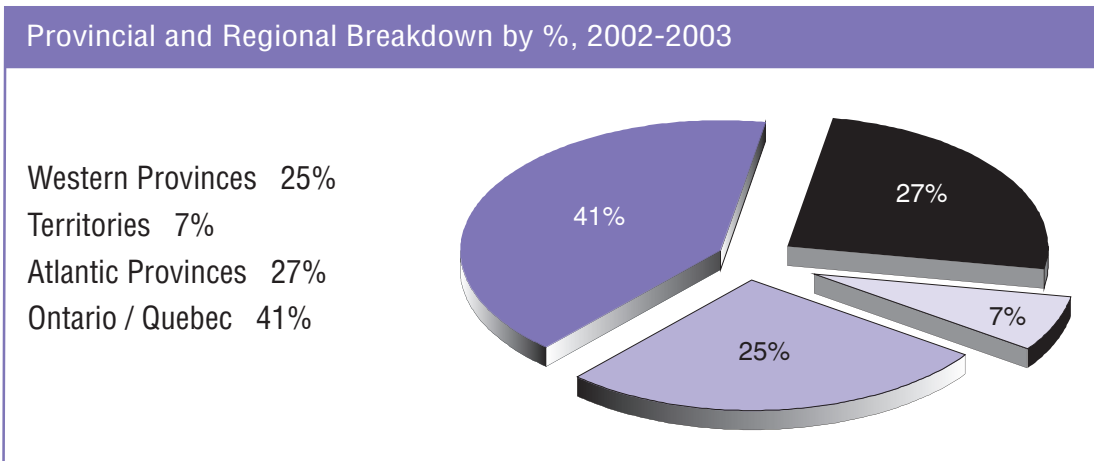
On a regional basis, in 2002-2003, CICS served 29 conferences in Western Canada (25% of the total); 32 meetings in Atlantic Canada (27%); 41 and 7 meetings in Ontario and Quebec respectively (which includes the National Capital Region) (41%); and 8 meetings were held in the Territories (7%).

The most active sector in terms of conferences was Health, which met 17 times in 2002-2003. The Human Resources and Social Services, and Education sectors, met 12 and 11 times respectively.



Photo: François Nadeau,
 Ministère de l'éducation
 Government of Québec

Special Meeting of Ministers of Education
 February 7, 2003, Québec City, Québec



Conferences Served by CICS - From April 1, 2002 to March 31, 2003									
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				4			1		5
Citizenship and Immigration				1			1		2
Education (Canadian Education Statistics Council (CESC)-2*) (Joint FPT DM's meeting on Financial Assistance to Students-2*)					4*		4	3	11
Emergency Preparedness					1				1
Environment (includes Wildlife, Endangered Species and Joint Energy and Environment)				4	2				6
Finance							1		1
Fisheries (includes Aquaculture)				4	1				5
Health (includes Seniors and Joint Health and Environment)				4	7		2	4	17
Heritage (includes Culture & Heritage and Francophone Affairs)				2			1		3
Housing					1			1	2
Human Resources and Social Services (includes Labour)				4	3		3	2	12
Industry (includes Innovation, Joint Innovation and Trade, Tourism, Internal Trade and Consumer Affairs)				3	3		1		7
Intergovernmental Affairs	1					5	1	1	8
Justice and Solicitor General (includes Chief Coroners and Chief Medical Examiners)				1	4		1	3	9
Local Government (includes Urban Regional Research (ICURR))							2	2	4
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, Public Works and Public Trustees and Guardians)					3				3
Sports and Recreation				2	4		2		8
Status of Women				1	1				2
Trade (see Industry)									
Transport				1	2				3
TOTAL	1	1		36	38	5	20	16	117

Information Services

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

During the past fiscal year the Secretariat continued its review of the priorities and structure of the Information Services with the goal of streamlining its operations. Information Services consists of 3 main components: Information Management, Information Technology and Communications.

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. It is also responsible for the management of all recorded material related to the administration and operation of the organization.

The process of reviewing the conference document holdings of the Secretariat began this past year with the goal of sending original documents to an off-site storage facility while protecting the integrity of the information. The Secretariat currently holds over 33,000 documents and as the collection continues to grow each year, there is greater risk of damage to the older documents through the use of inadequate and cramped storage facilities. The documents will be stored in a new facility which is temperature controlled, dust free and regularly inspected to ensure the material is protected from fire, smoke and water damage. It is our intention to digitize the documents from the First Ministers and Premiers meetings prior to sending the originals off-site.

Another project started this past fiscal year was the updating of the First Ministers' Conferences publication. This document covers meetings of First Ministers which have been held since 1906. This publication will be distributed early in 2004 to all First Ministers, Ministers and Deputy Ministers across Canada and will also be available on our website.

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 archive of this kind in Canada. It is important 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, 2003	
Federal-Territorial	20
Federal-Provincial-Territorial	23,693
Provincial-Territorial	10,258
Grand Total	33,971

An additional 1,747 new documents were added to the archives in 2002-2003

2002-2003			
Conference Type and Level	Type and Number of Documents		
Federal-Provincial Territorial	Classified	Unclassified	Total
First Ministers	2	4	6
Ministers	455	122	577
Deputy Ministers	621	4	625
Sub-Total	1,078	130	1,208
Federal-Territorial			
First Ministers	0	0	0
Ministers	3	17	20
Deputy Ministers	0	0	0
Sub-Total	3	17	20
Provincial-Territorial			
Premiers	23	48	71
Ministers	225	20	245
Deputy Ministers	203	0	203
Sub-Total	451	68	519
Total Number of New Documents	1,532	215	1,747

Requests for Conference Related Materials

The staff of the Information Management Centre responds to requests for documents, publications and information. Many of the requests for information were received from various sources such as government officials, universities, students and other members of the private sector and from other countries.

In 2002-2003, the Information Management Centre received 215 requests from groups and individuals for conference related material. The majority of the requests (140) arrived via e-mail, with 56 requests by telephone and the remaining 19 via fax, mail or in person.

This year has continued to see an increase in the requests for research or general information while the number of requests for documents was down. This continues to be due in large part to the increased use of the CICS website by many of its clients.

Information Services

Information Technology

The role of Information Technology (IT) is to ensure that high quality services are provided to the CICS personnel and external conference clients while remaining at the leading edge of technological developments.

Responsibilities

- **Corporate Applications** - The Financial Applications, Human Resources Information System plus a total of eleven (11) in-house developed Microsoft Access database applications.
- **User Support** - End user support at the home office and on conference site. IT staff support all hardware platforms and all software installed on CICS computer systems plus a wide range of peripherals used by CICS.
- **Training and Information Sessions** - IT is responsible for coordinating CICS Informatics training.
- **Research and Development** - Seeking out, testing and implementing new technology allowing CICS to remain at the leading edge of technology and better service its clients is another area of IT responsibility.
- **Security** - IT is responsible for the physical security of its network as well as securing all CICS computers against viruses and data loss at the home office and on conference sites.
- **Communications** - Access to CICS servers from remote locations is achieved via a Shiva Communication server or via the Internet through a Virtual Private Network (VPN). We are currently investigating another access mode which will eliminate the need for a VPN client and speed up access to our servers. Access to the CICS Intranet, federal government Intranet and the Internet is provided via high speed ADSL lines.

New computer systems have been purchased providing CICS with high end laptops capable of meeting the ever increasing demands of our clients. All computer systems are running Windows XP and the latest version of Microsoft Office products.

The Electronic Message System continues to be in demand and is provided by CICS on conference site when possible and warranted. Access to the Internet by delegates on conference sites continues to be in high demand and is being provided at all conferences.

A synchronized remote control system for the computers running our LCD projection units has been tested. In view of the favorable result, a number of these units have been purchased and will be made available to our clients in 2003-2004.

On-line registration forms for delegates and media for high level conferences have been developed and will be tested in 2003-2004 in order to be made available through CICS' Website.

Wireless connectivity is being investigated as a possible way of communication via the Internet on conference sites.

Communications

Our website (www.scics.gc.ca) continued to significantly enhance the profile of the Secretariat and facilitated the dissemination of corporate and conference-related information on a global scale.

The Secretariat posts, when applicable, conference information, conference communiqués and related documents on its Web site immediately after the close of each conference we serve. A total of 80 communiqués and documents were posted in 2002-2003.

To date there are approximately 385 clients, up by 110, who have requested notification of our website updates. This number continues to increase. The majority of the site update advisories go to various federal, provincial and territorial government officials, and also includes other governments, members of the media, universities, and the general public.

The number of visitors to our site in 2002-2003 reached 1,875,853, an increase of 410,499 from 2001-2002. A sample percentage breakdown of site and file type access is shown below:

WEBSITE ACCESS		FILE TYPE ACCESS	
Canada	29%	PDF	48%
US	14%	HTML	28%
Other*	57%	GIF/JPG	19%
<i>* Singapore, Greece, Rwanda, Japan, Spain, Switzerland, India, Australia, Germany and Belgium to name a few.</i>		DOC	5%
PDF	(Publications and documents)		
HTML	(Communiqués, backgrounders and attachments)		
GIF/JPG	(Graphic files)		
DOC	(Word and WordPerfect documents)		

Corporate Services

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

FINANCES

The CICS budget for 2002-2003 as compared to 2001-2002 was as follows:

	2002-2003	2001-2002
	\$	\$
Main Estimates	3,746,000	3,701,000
Supplementary Estimates	1,573,281	836,150
Total Funding	5,319,281	4,537,150

In terms of the Main Estimates for the Secretariat, the funding for 2002-2003 has not increased significantly. With respect to Supplementary Estimates, the above mentioned amounts were secured to fund a projected conference activity of 100+ for both years, \$668,150 in 2001-2002 and \$1,446,051 in 2002-2003. The balance pertains to rising personnel costs relating to collective bargaining, \$168,000 in 2001-2002 and \$127,230 in 2002-2003.

Total spending for 2002-2003 amounted to \$5,029,705 or 13.3% above that spent in 2001-2002. This increase was attributed for the most part to an increased conference activity (117 in 2002-2003, compared to 99 in 2001-2002, an 18% increase) and a general increase in the costs directly attributable to holding conferences.

As a consequence, CICS generated a surplus of \$289,576 for 2002-2003. Of this amount, \$171,150 could be made available to CICS in 2003-2004 under the Treasury Board 5% carryforward provisions.

	2002-2003	2001-2002
	\$	\$
Salaries and Wages	1,977,273	1,750,383
Employee Benefit Plans	270,230	309,000
Sub-total-Personnel Costs	2,247,503	2,059,383
Other Operating Costs	2,634,985	2,205,017
Capital Costs	147,217	173,882
Sub-total-Other Operating & Capital	2,782,202	2,378,899
Total	5,029,705	3,994,550
Surplus (Deficit)	289,576	98,868

The 2002-2003 budget increase was added to the 2003-2004 invoice.

The CICS Main Estimates for 2003-2004 has been set at \$6,352,000, an increase of 26% over actual expenditures for the previous fiscal

year. This re-sized budget will allow from now on an annual conference activity level in the range of 110-120 and should remove the need in the foreseeable future for supplementary funding.

Financial Table - Provincial Contributions towards CICS' budget (000's)											
Population Census 2001		2002-2003									2003-2004
		Main Estimates				Contribution payment received					To be added to next billing
	%	Co-shared ² Amount	Budget Adjustment 2001-2002	2001 ⁶ Decennial Census Adjustment	Projected ³ Contribution	Co-shared ² Amount	Plus: Budget Adjustment 2001-2002 ⁴	2001 ⁶ Decennial Census Adjustment	Total Billed	Actual Contribution	Budget ⁵ Adjustment 2002-2003
Total Budget/Expenditures		3,746.0	836.2		4,582.2	5,029.7	737.3		5,767.0		1,626.0
Less: Federal Share ¹		2,254.5	547.3	-20.7	2,781.1	2,987.7	448.4	-20.7	3,415.4		1,075.6
Total Provincial Share		1,491.5	288.9	20.7	1,801.1	2,042.0	288.9	20.7	2,351.6		550.4
Newfoundland and Labrador	1.7	25.3	4.9	-5.9	24.3	25.3	4.9	-5.9	24.3	24.3	9.3
Nova Scotia	3.0	44.7	8.7	-4.4	49.0	44.7	8.7	-4.4	49.0	49.0	16.5
New Brunswick	2.4	35.8	6.9	-4.4	38.3	35.8	6.9	-4.4	38.3	38.3	13.2
Prince Edward Island	0.5	7.5	1.4	0.0	8.9	7.5	1.4	0.0	8.9	8.9	2.8
Quebec	24.2	360.8	69.9	0.0	430.7	360.8	69.9	0.0	430.7	131.3	133.2
Ontario	38.2	569.6	110.4	16.2	696.2	569.6	110.4	16.2	696.2	355.6	210.3
Manitoba	3.7	55.2	10.7	0.0	65.9	55.2	10.7	0.0	65.9	30.0	20.4
Saskatchewan	3.3	49.2	9.6	-4.4	54.4	49.2	9.6	-4.4	54.4	54.4	18.1
Alberta ⁷	9.9	147.6	28.6	8.9	185.1	147.6	28.6	8.9	185.1	130.0	54.5
British Columbia	13.1	195.3	37.8	14.7	247.8	195.3	37.8	14.7	247.8	95.0	72.1
Total	100.0	1,491.5	288.9	20.7	1,801.1	1,491.5	288.9	20.7	1,801.1	916.8	550.4

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 \$836,200 supplementary estimates obtained in 2001-2002, \$737,300 was actually spent, of which \$288,900 is passed on to the provinces.

⁵ Budget adjustment is the result of difference between amount invoiced and share based on actual 2002-2003 expenditures.

⁶ Resulting adjustment from applying 2001 Population Census figures to the 2001-2002 provincial levy.

⁷ \$55,100 was received in April 2003, bringing the province to full contribution status for 2002-2003.

Corporate Services

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. Usually, half the staff of the Conference Services unit consists of provincial public servants 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 varying perspectives, the development of fresh approaches and constantly renewed enthusiasm to the organization while ensuring continuity and a critical level of experience mixed with historical and corporate insight.

In fiscal year 2002-2003, CICS held a successful national competition for 6 secondment positions. The competition attracted applications from 8 provinces and 2 territories. This led to 26 interviews which were held in Winnipeg, Québec, Toronto and Ottawa.

Joining the organization are: Catherine Anne Devlin (Quebec) and Louise Seaward-Gagnon (Prince-Edward-Island) as Conference Coordinators; Diane Charbonneau (Ontario) as Assistant Conference Coordinator; Dominique de Rouin (Quebec) as Conference Assistant and Joan Marquis (Ontario) and André Cloutier (Government of Canada) as Conference Assistants (Procurement and Technical Services).

The departing employees were: Doris Comeau, Assistant Conference Coordinator (Nova Scotia); Richard Lalonde (Quebec) and Cynthia Yerichuck (Alberta) both Conference Assistants (Procurement and Technical Services); and Paul-Émile Fortin a long serving CICS employee who retired in 2003.



Photo: Canadian Intergovernmental Conference Secretariat

CICS Staff – 30th Anniversary

Mailing Address

P.O. Box 488, Station 'A'
Ottawa, Ontario
K1N 8V5

Location / Deliveries

222 Queen St., 10th Floor
Ottawa, Ontario
K1P 5V9

General Inquiries:

(613) 995-2341
Fax: (613) 996-6091
E-mail: info@scics.gc.ca
Web: www.scics.gc.ca

Secretary

Stuart MacKinnon
(613) 995-2344
smackinnon@scics.gc.ca

Assistant Secretary

André M. McArdle
(613) 995-2345
amcardle@scics.gc.ca

Conference Services

Coordinator, Louise Seaward-Gagnon ¹
(613) 995-4328
lseawardgagnon@scics.gc.ca

Coordinator, Pierre-Luc Perrier
(613) 995-2349
plperrier@scics.gc.ca

Coordinator, Catherine Anne Devlin ²
(613) 947-4310
cadevlin@scics.gc.ca

Coordinator, Johanne Kaszap ³
(613) 995-3675
jkaszap@scics.gc.ca

Corporate Services

Director, Ronald L. Richer
(613) 995-4444
rricher@scics.gc.ca

Information Services

Fax: (613) 947-4336

Manager, Jean-Pierre Allaire
(613) 995-4203
jpallaire@scics.gc.ca

Information Management

Head, Jane Dubé
(613) 995-4310
jdube@scics.gc.ca

Information Technology

Specialist, Patricia Wilson
(613) 996-1849
pwilson@scics.gc.ca

Translation Services

Manager, Gilles Boileau ⁴
(613) 995-4170
gboileau@scics.gc.ca

- 1 Prince Edward Island Secondee
- 2 Quebec Secondee
- 3 Federal Secondee
- 4 Public Works and Government Services Canada

