

Canadian Intergovernmental Conference Secretariat



Report to Governments 2005 - 2006



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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.

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 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

Photo: Couvrette/Ottawa



It was another busy year for the Canadian Intergovernmental Conference Secretariat (CICS) with 100 conferences served in fiscal year 2005-2006. CICS provided its services to three First Ministers level conferences: the 2005 Western Premiers' Conference held on May 4-6, 2005 in Lloydminster, Alberta; the 29th Annual Conference of the New England Governors and the Eastern Canadian Premiers held in St. John's, Newfoundland and Labrador on August 28-29, 2005 and the Meeting of First Ministers and National Aboriginal Leaders held in Kelowna, British Columbia on November 24-25, 2005. As in past fiscal years, September was our busiest month with 20 conferences served followed closely by June and October with 17 and 16 meetings served respectively.

Provincial and territorial secondments to the Secretariat reflect the intergovernmental nature of the agency and are of key importance to its operations. In this context, another exercise to recruit provincial and territorial personnel was successfully conducted in the early part of fiscal year 2005-2006.

Under the Public Administration Reform Program of the Canada School of Public Service, the Secretariat received in September 2005 and March 2006, the visit of two delegations from the Russian Federation. The delegations were interested in the mechanism of intergovernmental relations in Canada which included the role of CICS and the First Ministers' Conference process.

I wish to take this opportunity to add a word of praise and appreciation to the Secretariat's personnel for their high degree of professionalism, diligence and dedication.

André M. McArdle
Secretary, Canadian Intergovernmental Conferences

Ottawa, October 2006

The number of conferences served by the Secretariat in the 2005-2006 fiscal year was 100. With this total CICS has maintained an average of 103 conferences served annually for the last eight fiscal years.

The Secretariat provided services in 2005-2006 to 3 meetings at the level of First Ministers. These were:

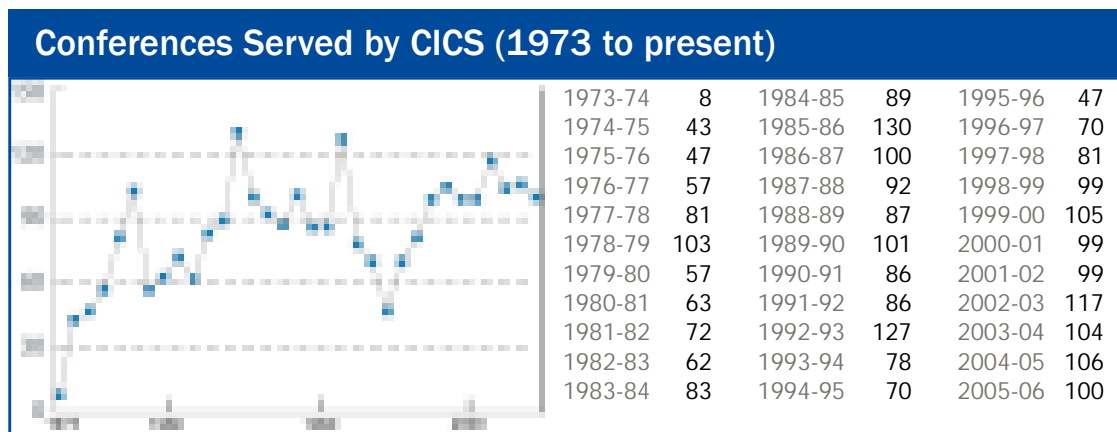
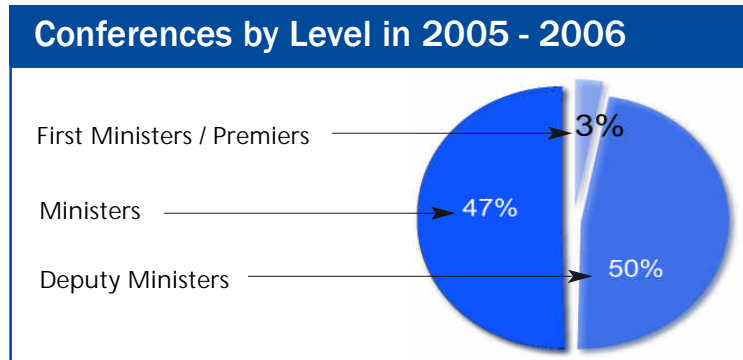
- ◆ 2005 Western Premiers' Conference
May 4-6, Lloydminster, Alberta
- ◆ 29th Annual Conference of the New England Governors and the Eastern Canadian Premiers
August 28-29, St. John's, Newfoundland and Labrador
- ◆ Meeting of First Ministers and National Aboriginal Leaders
November 24-25, Kelowna, British Columbia



Photo: CICS

Meeting of First Ministers and National Aboriginal Leaders
Kelowna, British Columbia - November 24-25, 2005

The Secretariat also provided its support to 47 ministerial conferences (representing 47%) and to 50 deputy ministerial conferences (50%).



Conferences

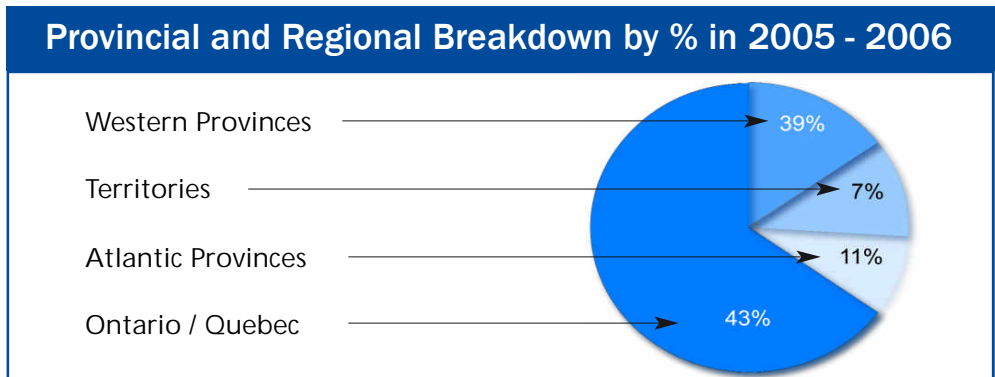
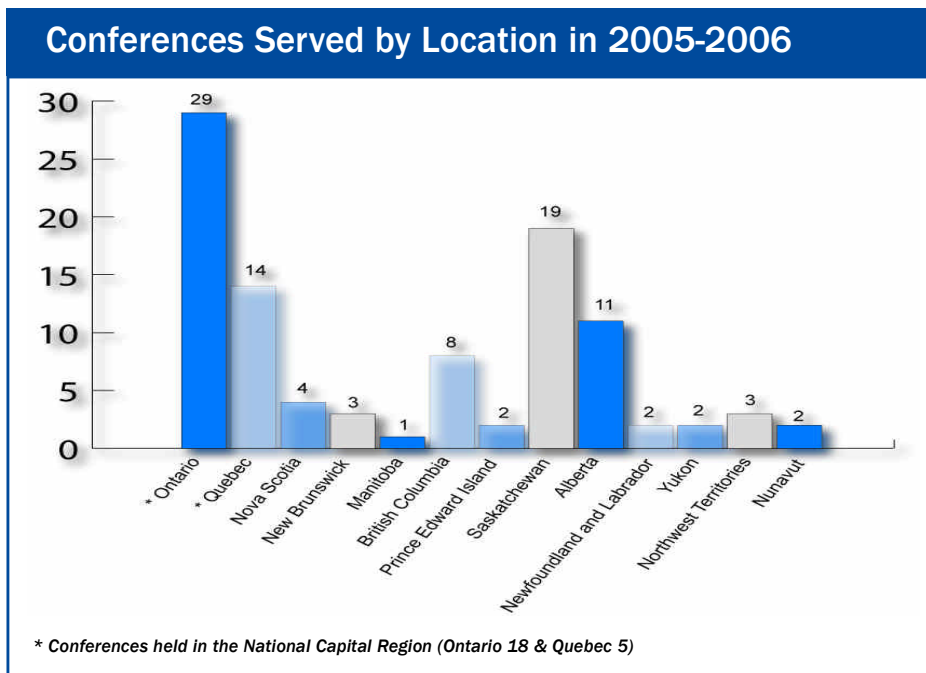
On a regional basis, in 2005-2006, CICS served 39 meetings in Western Canada (39% of the total), 11 meetings in Atlantic Canada (11%), 29 and 14 conferences (43%) in Ontario and Quebec respectively (which includes the National Capital Region) and 7 meetings in the Territories (7%).

The most active sectors in 2005-2006 in terms of number of conferences were Human Resources and Social Services including Labour which met 13 times followed closely by Justice with 12 meetings.



Photo: CICS

Western Premiers' Conference - Lloydminster, Alberta
May 4-6, 2005



Conferences Served by CICS - From April 1, 2005 to March 31, 2006

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	1		3		7
Citizenship and Immigration				2					2
Education * (Canadian Education Statistics Council (CESC) -1) * (Joint FPT DMs' Meeting on Financial Assistance to Students -1)					2*		2	2	6
Environment (includes Joint Forest, Wildlife, Endangered Species, Fisheries & Aquaculture)				3	2				5
Fisheries (includes Aquaculture)				3					3
Health (includes Ministers of Health and Ministers of Aboriginal Affairs and Leaders of National Aboriginal Organizations)				2	2		3	2	9
Heritage (includes Francophone Affairs)				2			2		4
Housing				1	1		1	1	4
Human Resources and Social Services (includes Labour, Labour Market Ministers and Labour Legislation)				3	6		1	3	13
Industry (includes Internal Trade and Tourism)				1	1				2
Intergovernmental Affairs	1				4	2			7
Justice (includes Chief Coroners and Chief Medical Examiners, Emergency Management and Western Ministers of Health, Justice and Public Safety - Responding to Crystal Meth)				1	5		2	4	12
Local Government							1	1	2
Native / Aboriginal Affairs				1					1
Natural Resources (includes Mines, Energy and Forest)				4	2				6
Northern Development				1					1
Public Works & Government Administration (includes Public Service Commissioners, Public Trustees & Guardians and Government On-Line)					3		1	1	5
Sports and Recreation				1	1		1		3
Status of Women				1	2				3
Trade (see Industry)									
Transport				1	4				5
Total	1	0	0	30	36	2	17	14	100

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 documents from the First Ministers and Premiers meetings have been digitized and stored on our network. This along with the digitized lists of documents allows for a more efficient search of the conference documents.

Due to cost and space requirements, with the exception of the First Ministers and Premiers documents, only the last 10 years of conference documents remain in the archives. The documents from the previous years have been sent to a safe off-site storage facility. It is our intention to include the documents from the First Ministers and Premiers conferences in the off-site storage process in the near future.

During the fiscal year 2004-2005 PROFF Information Management Solution was chosen as the electronic information management system for CICS, primarily to capture our corporate memory. This effort is ongoing and will continue into the upcoming year. The secondary objective of using PROFF is to eventually replace our current MS Access Conference Database. This will allow us to create a thorough electronic inventory of all our conference holdings, including conference documentation.

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 Information Management 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 archive 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.

Number of Conference Documents in the Archive as of March 31, 2006	
Federal-Provincial-Territorial	27,021
Federal-Territorial	54
Provincial-Territorial	11,567
Grand Total	38,642

An additional 1,701 new documents were added to the archive in 2005-2006.

Number of New Conference Documents in the Archive 2005 - 2006			
Conference Type and Level	Type and Number of Documents		
	Classified	Unclassified	Total
Federal-Provincial-Territorial			
First Ministers	5	8	13
Ministers	522	117	639
Deputy Ministers	584	18	602
<i>Sub-Total</i>	<i>1,111</i>	<i>143</i>	<i>1,254</i>
Federal-Territorial			
Ministers	0	0	0
Deputy Ministers	0	0	0
<i>Sub-Total</i>	<i>0</i>	<i>0</i>	<i>0</i>
Provincial-Territorial			
Premiers	28	9	37
Ministers	248	18	266
Deputy Ministers	142	2	144
<i>Sub-Total</i>	<i>418</i>	<i>29</i>	<i>447</i>
Total Number of New Documents	1,529	172	1,701

Requests for Conference Related Materials

The staff of the Information Management Centre responds to requests for documents, publications and information. In 2005-2006, we received 109 requests from groups and individuals for conference related materials. 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 602 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

Communications

The Secretariat's website continues to be a useful source of information to governments, universities and the public. Its simplicity makes it easy for users to search and find the information they require.

Interactive conference related forms are planned for the near future. Some forms will allow on-line registration for both delegates and media at senior level conferences while other forms will allow people to fill on-line requests for conference information.

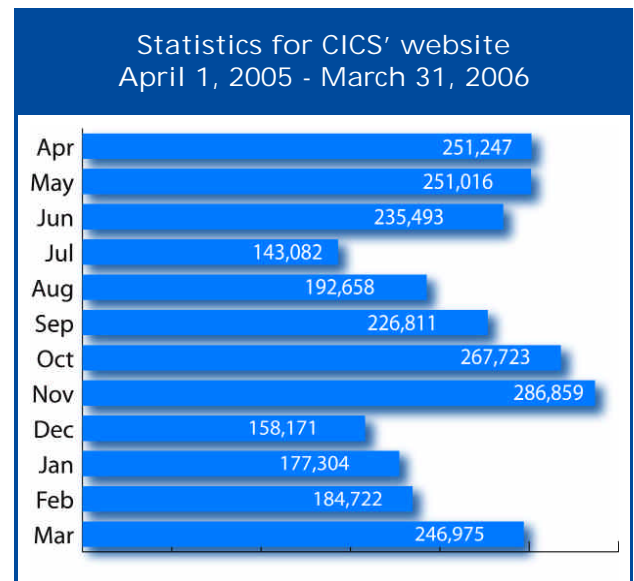
Information Technology

Information Technology (IT) plays a critical role in ensuring that high quality services are provided to the CICS personnel and conference clients. Secretariat policy also focuses on remaining at the leading edge of technological developments. New innovations and developments are continually being assessed for possible implementation at the home office and on conference site.

In 2004, CICS was asked to integrate photos on access passes for the First Ministers' Meetings held in September and October of that year. Consequently, Information Technology developed a photo ID system that was user friendly, fast, and secure. CICS' new photo ID system was also utilized at the First Ministers' and National Aboriginal Leaders Meeting held in Kelowna, British Columbia in November 2005 and also for the New England Governors and Eastern Canadian Premiers' Conference held in Newfoundland and Labrador in August 2005.

RIM's Blackberry wireless solution was implemented at CICS allowing employees to stay connected with secure access to email, data, phone and organizer features. This technology results in the agency providing better services to its clients by enabling its personnel to have seamless access to time-sensitive conference information.

The Information Technology team continues to be responsible for User support, Corporate Applications support, Training, Communications and Security.



The total number of hits for 2005-2006 was 2,622,061 and 13,802,539 since the opening of CICS' web site on July 11, 1997.

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

Finances

The CICS budget for 2005-2006 as compared to 2004-2005 was as follows:

	2005-2006	2004-2005
	\$	\$
Main Estimates	6,316,000	6,352,000
Supplementary Estimates	-68,269	-65,965
Total Funding	6,247,731	6,286,035

In terms of the Main Estimates for the Secretariat, the funding for 2005-2006 decreased by \$36,000 or .005%, due to a reduction in the rate (from 21.5% to 20% of salaries and wages) of the federal government contribution to employee benefit plans. With respect to Supplementary Estimates, the amount for 2005-2006 reflects a downward adjustment in the Secretariat's actual contribution to the Employee Benefit Plans.

Total spending for 2005-2006 amounted to \$5,395,129 or 3.5% less than that spent in 2004-2005. The two reasons for this reduction are: First, a 6.4% decrease in personnel costs due to the payment of a significant amount of retroactive salaries in 2004-2005 and secondly, a lower number of conferences served, from 107 in 2004-2005, to 100 in 2005-2006.

As a consequence, CICS generated a surplus of \$852,602 for 2005-2006. Of this amount, \$294,650 could be made available to CICS in 2006-2007 under the Treasury Board 5% carry forward provisions. Furthermore, a reimbursement in the amount of \$39,500 will be shared among the fully contributing provinces in the form of a credit note towards their 2006-2007 contributions to the Secretariat's budget.

	2005-2006	2004-2005
	\$	\$
Salaries and Wages	2,055,043	2,193,437
Employee Benefit Plans	354,731	384,035
Sub-total - Personnel Costs	2,409,774	2,577,472
Other Operating Costs	2,847,164	2,866,929
Capital Costs	138,191	139,889
Sub-total - Other Operating & Capital Costs	2,985,355	3,006,818
Total	5,395,129	5,584,290
Surplus (Deficit)	852,602	701,745

The CICS Main Estimates for 2006-2007 has been set at \$6,432,000 a 1.8% increase over the previous fiscal year, mostly on account of collective bargaining.

You will find on the next page a table entitled "Provincial contributions towards CICS' budget" for the year 2005-2006

Financial Table - Provincial Contributions Towards CICS' Budget (000's)									
Population Census 2001		2005 - 2006							2006 - 2007
		Main estimates			Contribution payment received				To be subtracted from next billing
	%	Co-shared ² Amount	Less: Budget Lapse 2004-2005	Projected Contribution	Co-shared ² Amount	Less: Budget Lapse 2004-2005	Total Billed	Actual ³ Contribution	Budget ⁴ Lapse 2005-2006
Total Budget/ <i>Expenditures</i>		6,316.0	(701.7)	5,405.9	5,395.1	(701.7)	4,693.4		(920.9)
Less: Federal Share ¹		3,703.0	(639.8)	2,854.8	2,971.1	(639.8)	2,331.3		(731.9)
Total Provincial Share		2,613.0	(61.9)	2,551.1	2,424.0	(61.9)	2,362.1		(189.0)
Newfoundland and Labrador	1.7	44.4	0.0	44.4	44.4	0.0	44.4	44.4	(3.2)
Nova Scotia	3.0	78.4	(9.7)	68.7	78.4	(9.7)	68.7	68.7	(5.7)
New Brunswick	2.4	62.7	(7.8)	54.9	62.7	(7.8)	54.9	54.9	(4.5)
Prince Edward Island	0.5	13.1	(1.6)	11.5	13.1	(1.6)	11.5	11.5	(1.0)
Quebec	24.2	632.3	0.0	632.3	632.3	0.0	632.3	131.3	0.0
Ontario	38.2	998.2	0.0	998.2	998.2	0.0	998.2	355.6	0.0
Manitoba	3.7	96.7	0.0	96.7	96.7	0.0	96.7	30.0	0.0
Saskatchewan	3.3	86.2	(10.7)	75.5	86.2	(10.7)	75.5	75.5	(6.4)
Alberta	9.9	258.7	(32.1)	226.6	258.7	(32.1)	226.6	226.6	(18.7)
British Columbia	13.1	342.3	0.0	342.3	342.3	0.0	342.3	95.0	0.0
Total	100.0	2,613.0	(61.9)	2,551.1	2,613.0	(61.9)	2,551.1	1,093.5	(39.5)

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 Budget lapse is the result of difference between amount invoiced and share based on actual 2005-2006 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 objective of CICS is to have half the staff of the Conference Services unit consist of provincial/territorial 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.

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:

- ◆ Ms. Diane Charbonneau (Ontario), Assistant Conference Coordinator
- ◆ Ms. Dominique de Rouin (Quebec), Conference Assistant
- ◆ Ms. Marie-Claude Nault (Federal), Conference Assistant
- ◆ Ms. Marjolaine Groulx, Corporate Services

Arrivals to the Secretariat were:

- ◆ Ms. Anita BeauSoleil (Ontario), Conference Coordinator
- ◆ Mr. Guy Z. Richard (New Brunswick), Conference Assistant
- ◆ Ms. Joanne Desforges (Quebec), Conference Coordinator
- ◆ Ms. Line Villeneuve (Quebec), Assistant Conference Coordinator
- ◆ Ms. Karine Casaubon, Corporate Services

CICS Officers

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

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

Secretary

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

Assistant Secretary

Mara Indri-Skinner
(613) 995-2344
mindriskinner@scics.gc.ca

Conference Services

Coordinator, Louise Seaward-Gagnon¹
(613) 995-4328
lseawardgagnon@scics.gc.ca

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

Coordinator, Anita BeauSoleil²
(613) 947-4310
abeausoleil@scics.gc.ca

Coordinator, (vacant)
(613) 995-2343

Corporate Services

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

Information Services

Fax: (613) 947-4336

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

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

Translation Services

Manager, Jean-Marc Vaillancourt³
(613) 995-4170
jmvaillancourt@scics.gc.ca

¹ Prince Edward Island Seconded

² Ontario Seconded

³ Public Works and Government Services Canada