

Canadian Intergovernmental Conference Secretariat





Canadian Intergovernmental
Conference Secretariat

Report to Governments

2007 - 2008

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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.

WWW.SCICS.GC.CA

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



In fiscal year 2007-2008, the Canadian Intergovernmental Conference Secretariat (CICS) provided its customary high quality services to 86 senior level federal-provincial-territorial and provincial-territorial meetings which were held in all regions of Canada. Four of these meetings were at the Premiers level. This total proved a slight decrease of activity for the CICS and may be due in part to the numerous provincial and territorial elections held in 2007-2008. Although the total number of conferences served in 2007-2008 decreased from the previous year's total, the Secretariat maintained an average of over 100 conferences served annually over the last five years and the level of satisfaction with its services continued to be high.

The last fiscal year was particularly challenging for the Secretariat. As a micro-agency, the organization had to respond to a dramatic increase in reporting requirements emanating from central and other agencies. In addition, many of the broader trends expected to be affecting the Public Service began to be felt at CICS. The Secretariat experienced significant personnel turnover and departures during this period, with employees retiring and others being lured to larger departments in terms of career progression. To resolve some of the challenges associated with recruitment and retention, and in order to identify its current and future human resources requirements, the Secretariat developed its first Integrated Business and Human Resources Plan for 2007-2010. In order to maintain a healthy and productive workplace to serve the Canadian intergovernmental conference environment, the Secretariat also recruited 5 candidates through a national provincial/territorial competition to fill key positions in the Conference Services unit of the agency.

The CICS is a knowledge-based process oriented organization. As such, its knowledgeable and experienced intergovernmental employees are the Secretariat's greatest asset. They ultimately ensure the provision of timely, expert, cost-effective support services on an impartial basis to 14 governments. As we celebrate our 35th year of operation in 2008, this is a fact well worth highlighting.

André M. McArdle
Secretary, Canadian Intergovernmental Conference Secretariat

Ottawa, July 2008

The number of intergovernmental conferences served by the Secretariat in the 2007-2008 fiscal year was 86. While a slight decrease from the previous year, this may be attributed, in part, to the high number of provincial elections which were held in 2007-2008.

The Secretariat provided services in 2007-2008 to a total of 4 meetings at the Premiers level. Two of these were annual conferences served regularly by CICS:

- ♦ 31st Annual Conference of the New England Governors and the Eastern Canadian Premiers (NEG/ECP)
June 25-26, Brudenell, Prince Edward Island
- ♦ 2007 Western Premiers' Conference
July 5-6, Iqaluit, Nunavut

The other two Premier level conferences represent first time initiatives for both the organizers and CICS:

- ♦ South Eastern United States (SEUS) - Canadian Provinces Alliance
November 15-16, Montréal, Quebec

Within the context of this conference, representatives of the Central and Eastern Canadian provinces and the Southeastern United States endorsed the establishment of the SEUS-Canadian Provinces Alliance. This Alliance will present the opportunity for businesses to enhance commercial exchanges, promote two-way investment and encourage technological and scientific exchanges between provinces and states.

- ♦ National Aboriginal Women's Summit
June 20-22, Corner Brook, Newfoundland and Labrador

This historic National Aboriginal Women's Summit was co-hosted by Newfoundland and Labrador Premier Danny Williams and the Native Women's Association of Canada President Beverley Jacobs. The Summit brought together Premiers and governmental leaders with a broad cross-section of Aboriginal women from across Canada. The theme of the conference was "Strong Women, Strong Communities". Plans are already well underway for a 2nd Annual Summit.



Photo: CICS

*31st Conference of New England Governors and Eastern Canadian Premiers
Brudenell, Prince Edward Island
June 25-26, 2007*

The Secretariat also provided its support to 36 ministerial conferences and 46 deputy ministerial conferences, 42% and 53% of total served respectively.

Conferences by Level in 2007 - 2008

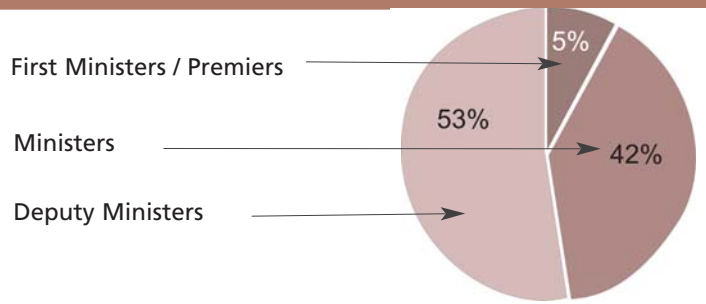


Photo: Native Women's Association of Canada

*National Aboriginal Women's Summit
Corner Brook, Newfoundland and Labrador
June 20-22, 2007*

Conferences

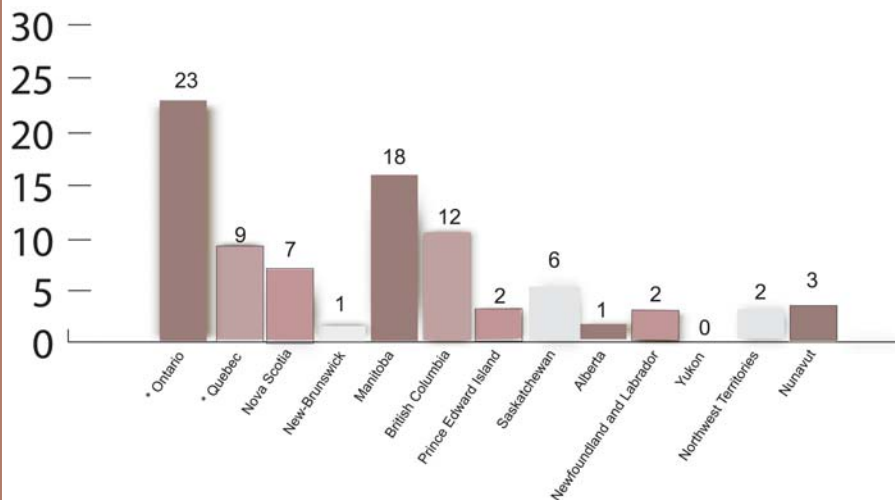
CICS staff always enjoy travelling to the many beautiful corners of our country to serve intergovernmental meetings but the excitement always builds when a meeting is held in an area we have never served before. This year, we received a request to serve the Inuit Health Summit in Kuujuaq, located in the Nunavik region of Quebec. The dates were set for January 16-17, 2008! One of our CICS teams gladly took on the challenge, bundled up and thoroughly enjoyed this unique experience. It was a pleasure to serve the various governments who came together with representatives from ITK (Inuit Tapiriit Kanatami) to discuss Inuit realities and to identify processes and approaches to address Inuit health priorities.



Photo: CICS

CICS Staff at the Inuit Health Summit
Kuujuaq, Quebec - January 16-17, 2008

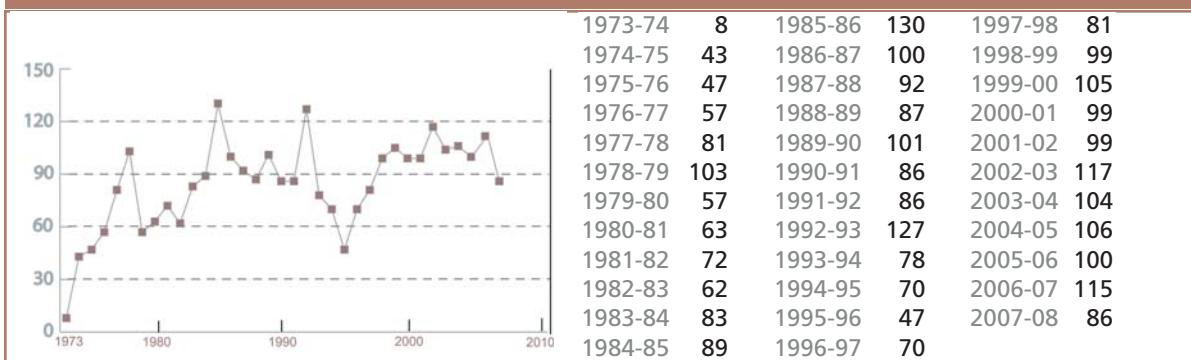
Conferences Served by Location in 2007-2008



* Conferences held in the National Capital Region (Ontario 8 and Quebec 2)

On a regional basis, in 2007-2008, CICS served 37 meetings in Western Canada (43% of the total), 12 meetings in Atlantic Canada (14%), 23 and 9 conferences (37%) in Ontario and Quebec respectively (which includes the National Capital Region), and 5 meetings in the Territories (6%).

Conferences Served by CICS (1973 to present)



Conferences Served by CICS - From April 1, 2007 to March 31, 2008

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		4
Citizenship and Immigration				1	1				2
Economy						1			1
Education * (FPT DMs' Meeting on Financial Assistance to Students -1)					1*		2	2	5
Emergency Preparedness				1			1	1	3
Environment (includes Canadian Endangered Species Conservation Council and Joint Forest, Parks, Endangered Species, Environment, Fisheries & Aquaculture)				2	3				5
Finance (includes Intergovernmental Budget Conference)					1				1
Fisheries (includes Aquaculture)				3	1				4
Health (includes Health Retreat, Inuit Health Summit and National Aboriginal Health Working Summit)				1	3		1	3	8
Heritage (includes Canadian Francophonie and Parks)				3	2		1		6
Housing							1	1	2
Human Resources and Social Services (includes Labour, Seniors, Retreat on Disability Issues, Labour Market Ministers and Labour Legislation)				2	6			1	9
Intergovernmental Affairs (includes Western Premiers' and New England Governors & Eastern Canadian Premiers)						2			2
Justice (includes Chief Coroners and Chief Medical Examiners, Public Trustees and Guardians and Ministerial Forum on Organized Crime)				3	2		1	4	10
Local Government							1	1	2
Native / Aboriginal Affairs (includes National Aboriginal Women's Summit)						1			1
Natural Resources (includes Mines, Energy, Forest and Joint Meeting of the Canadian Councils of Resource Ministers and Canadian Council of Ministers of the Environment)				4	1		1	1	7
Northern Development				1					1
Public Works & Government Administration (includes Public Service Commissioners and Inter-jurisdictional Service Delivery Collaboration)					3				3
Sports and Recreation					1				1
Status of Women				1	3				4
Trade (includes Internal Trade)				1					1
Transport					4				4
Total	0	0	0	26	32	4	10	14	86

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.

In this past year the focus has been mainly on updating and creating internal policies and procedures.

Work was also started on a review of how CICS responds to accessibility requests for conference documents.

Also, Information Management reviewed and improved its method of handling classified waste. Rather than sending it (in a secure manner) to an off-site facility, it is now being destroyed in-house. This allows CICS better control over how and when the material is being destroyed.

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, 2008

Federal-Provincial-Territorial	29,334
Federal-Territorial	54
Provincial-Territorial	12,360
Grand Total	41,748

An additional 1,445 new documents were added to the archive in 2007-2008.

Number of New Conference Documents in the Archive 2007-2008			
Conference Type and Level	Type and Number of Documents		
	Classified	Unclassified	Total
Federal-Provincial-Territorial			
First Ministers	0	0	0
Ministers	399	58	457
Deputy Ministers	605	10	615
<i>Sub-Total</i>	<i>1,004</i>	<i>68</i>	<i>1,072</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	25	19	44
Ministers	145	13	158
Deputy Ministers	171	0	171
<i>Sub-Total</i>	<i>341</i>	<i>32</i>	<i>373</i>
Total Number of New Documents	1,345	100	1,445

Requests for Conference Related Materials

The staff of the Information Management Centre responds to requests for documents, publications and information. In 2007-2008 we continued to receive requests from a wide variety of 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 well over 600 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.

As you browse through our site, you will discover a variety of information about CICS and the conferences we serve, including the news releases or communiqués from intergovernmental conferences added shortly after the close of the conferences.

Information Technology

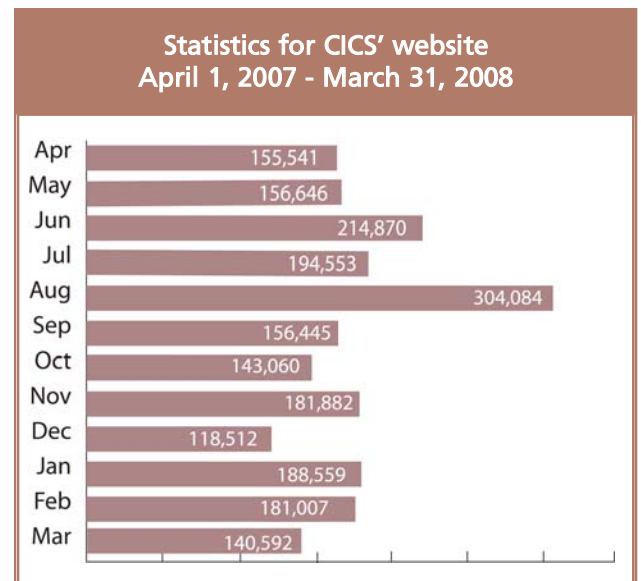
Information Technology (IT) continues to play a critical role in ensuring that high quality services are provided to the CICS personnel and conference clients. CICS' policy also focuses on remaining at the leading edge of technological developments. New innovations and developments are continually being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

CICS has purchased new Toshiba Tecra A-9 laptops for use on conference site to better meet the needs of the delegates.

The software that was used by CICS to integrate photos on access passes for First Ministers' meetings and the New England Governors and Eastern Canadian Premiers' Conference for the photo ID system has proven to be very robust. CICS will continue to use this as its photo ID system.

CICS is continuing to develop a disaster recovery plan for the home office. This would allow for operational requirements to be met, in case of an emergency situation, with very little downtime for our clients. Implementation of this plan will occur in stages.

Information Technology is also responsible for user support, corporate applications support, training, communications and security.



The total number of hits for 2007-2008 was 2,135,751 and 18,478,010 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 2007-2008 as compared to 2006-2007 was as follows:

	2007-2008	2006-2007
	\$	\$
Main Estimates	6,516,000	6,432,000
Supplementary Estimates	34,180	18,014
Total Funding	6,550,180	6,450,014

In terms of the Main Estimates for the Secretariat, the funding for 2007-2008 increased by \$84,000 or 1.3%, due to an upward adjustment to collective agreements and to the Employee Benefit Plans input factor. With respect to Supplementary Estimates, the amount for 2007-2008 reflects a further upward adjustment in Salary and Wages relating to collective agreements.

Total spending for 2007-2008 amounted to \$5,012,406 or a 5.1% decrease over that spent in 2006-2007. This reduced level of spending, in light of a 25.2% decrease in the number of conferences served, from 115 to 86 in 2007-2008, resulted from lower on-site costs for conferences under this activity level.

As a result, CICS generated a surplus of \$1,454,620 for 2007-2008. Of this amount, \$302,800 could be made available to CICS in 2008-2009 under the Treasury Board 5% carryforward provisions. Furthermore, an amount of \$147,900 will be returned to fully contributing provinces in the form of a credit note towards their 2008-2009 contribution to the Secretariat's budget.

	2007-2008	2006-2007
	\$	\$
Salaries and Wages	2,139,737	2,127,759
Employee Benefit Plans	376,846	352,013
Sub-total - Personnel Costs	2,516,583	2,479,772
Other Operating Costs	2,453,304	2,680,535
Capital Costs	42,519	122,225
Sub-total - Other Operating & Capital Costs	2,495,823	2,802,760
Total	5,012,406	5,282,532
Surplus (Deficit)	1,454,620	1,167,482

The CICS Main Estimates for 2008-2009 has been set at \$6,514,000, a \$2,000 decrease from the previous fiscal year, attributable to collective agreements (+\$19,000) and Employee Benefit Plans (-\$21,000).

You will find on the next page a table entitled "Provincial Contributions towards CICS' Budget" for the year 2007-2008.

Corporate Services

Financial Table - Provincial Contributions Towards CICS' Budget (000's)									
Population Census 2001		2007 - 2008							2008 - 2009
		Main estimates			Contribution payment received				To be subtracted
	%	Co-shared ² Amount	Less: Budget Lapse 2006-2007	Projected Contribution	Co-shared ² Amount	Less: Budget Lapse 2006-2007	Total Billed	Actual ³ Contribution	Budget ⁴ Lapse 2007-2008
Total Budget/ <i>Expenditures</i>		6,516.00	(1,233.40)	5,282.60	6,516.00	(1,233.40)	5,282.60		(1,503.60)
Less: Federal Share ¹		3,900.00	(783.40)	3,180.60	3,900.00	(783.40)	3,180.60		(887.30)
Total Provincial Share		2,616.00	(450.00)	2,507.50	2,616.00	(450.00)	2,507.50		(616.30)
Newfoundland and Labrador	1.7	44.5	(7.60)	36.9	44.5	(7.60)	36.9	36.9	(10.50)
Nova Scotia	3.0	78.5	(13.50)	65.0	78.5	(13.50)	65.0	65.0	(18.50)
New Brunswick	2.4	62.8	(10.80)	52.0	62.8	(10.80)	52.0	52.0	(14.80)
Prince Edward Island	0.5	13.0	(1.00)	12.0	13.0	(1.00)	12.0	12.0	0.0
Quebec	24.2	633.1	0.0	633.1	633.1	0.0	633.1	131.3	0.0
Ontario	38.2	999.3	0.0	999.3	999.3	0.0	999.3	355.6	0.0
Manitoba	3.7	96.8	(16.60)	80.2	96.8	(16.60)	80.2	80.2	(22.80)
Saskatchewan	3.3	86.3	(14.90)	71.4	86.3	(14.90)	71.4	71.4	(20.30)
Alberta	9.9	259.0	(44.50)	214.5	259.0	(44.50)	214.5	214.5	(61.00)
British Columbia	13.1	342.7	0.0	342.7	342.7	0.0	342.7	95.0	0.0
Total	100.0	2,616.00	(108.90)	2,507.10	2,616.00	(108.90)	2,507.10	1,113.90	(147.90)

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 2007-2008 expenditures.

Personnel

The intergovernmental nature of the Secretariat is reflected in the composition of its personnel which encompasses federal, provincial and territorial 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.

In the 2007-2008 fiscal year, there were a number of personnel changes within the Conference Services sector.

Departing provincial employees were Joan Marquis who returned to her position with the Ontario provincial government and Anita BeauSoleil, also a secondee from the Ontario government, who accepted a new position with Status of Women Canada. The Secretariat also welcomed 3 new secondees from the government of New Brunswick: Dorene Albert as Conference Coordinator, Jeannine Cotter as Conference Assistant and Bruce Melanson as Conference Assistant, Procurement & Technical Services, as well as 2 new secondees from the government of Quebec: Louise Pichon as Conference Coordinator and Danielle Séguin as Conference Assistant.

A new Director position was also created at CICS during the 2007-2008 fiscal year to provide renewed leadership within the Conference Services Unit. CICS is pleased to announce the appointment of Louise Seaward-Gagnon, a former secondee from the government of Prince Edward Island, to this position.

Finally, CICS wishes to acknowledge the dedication and many years of service provided by Mr. Ronald Richer and Mr. Claude Simard to the Secretariat. Ronald, who was the Director of Corporate Services, officially retired in the Fall of 2007, while Claude, our Finance officer, accepted a promotional opportunity in another federal department.

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