

# Canadian Intergovernmental Conference Secretariat





Canadian Intergovernmental  
Conference Secretariat

## Report to Governments

# 2008 - 2009

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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](http://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 established pursuant to an agreement reached at the May 1973 First Ministers' Conference. 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



This past year, the Canadian Intergovernmental Conference Secretariat (CICS) celebrated its 35<sup>th</sup> year of providing service to senior level intergovernmental conferences in Canada. Over the years, we have accompanied First Ministers, Ministers and Deputy Ministers to the far corners of our vast country to support them in their work and we continue to do so with great pride and energy. In the 2008-2009 fiscal year, CICS provided services to 70 of these senior level meetings.

The 2008-2009 fiscal year, however, was far from an average year for governments. A precipitated federal election, a number of provincial and territorial elections, the world wide economic crisis and the political environment in Ottawa all resulted in many revisions of plans and strategies by governments over the course of the year. Consequently, the total number of meetings served by CICS in the period covered by this report dropped considerably from the recent five year average of 100 meetings served annually. In fact, 12 conferences originally scheduled for the Fall of 2008 were postponed or cancelled as a direct result of the federal election.

The delivery of a high quality product to our clients consistently remains a key priority for the Secretariat. In May 2008, as the major component of the CICS strategic review, the Secretariat launched a Modernization Project Implementation Plan in order to bring a series of improvements to its business environment and modernize the management of human resources and key business processes. As part of this initiative, the agency began surveying, in the Fall of 2008, conference delegates and planners with regard to a number of services that it provides. The results revealed a very high degree of satisfaction from clients with the services of the Secretariat.

As I have commented many times before, the Secretariat's personnel has consistently been its greatest asset. That we have been able to successfully serve over 3000 conferences in over 35 years of activity is due to the dedication, diligence, professionalism and hard work of our staff over this period of time. I have no doubt that this proud tradition will continue for many more years to come.

André M. McArdle  
Secretary, Canadian Intergovernmental Conference Secretariat

Ottawa, August 2009



# Conferences

In the 2008-2009 fiscal year, CICS served 70 intergovernmental meetings at the First Ministers', Ministers' and Deputy Ministers' levels. While this number represents a significant decrease from recent years, one must remember that CICS does not have any control over the number of conferences it is requested to serve in a given year. Given that this fiscal year was far from an average year for governments with the precipitated federal election, the economic crisis and the political environment in Ottawa, CICS was continuously called upon to show great flexibility as meetings were postponed, cancelled or re-scheduled in different venues - often on very short notice.

In the 2008-2009 fiscal year CICS did provide services to an increased number of meetings at the level of First Ministers, Premiers and Territorial Leaders. These were:

- ◆ 2008 Western Premiers' Conference  
*May 28-30, Prince Albert, Saskatchewan*
- ◆ 2008 National Aboriginal Women's Summit  
*July 30-31, Yellowknife, Northwest Territories*
- ◆ 32<sup>nd</sup> Annual Conference of New England Governors and Eastern Canadian Premiers  
*September 15-16, Bar Harbor, Maine*
- ◆ First Ministers' Meeting  
*November 10, Ottawa, Ontario*
- ◆ Meeting of First Ministers' and National Aboriginal Leaders  
*January 15, Ottawa, Ontario*
- ◆ First Ministers' Meeting  
*January 16, Ottawa, Ontario*



Photo: CICS

*2008 Western Premiers' Conference  
Prince Albert, Saskatchewan  
May 28-30, 2008*

The Secretariat also provided its support to 26 ministerial conferences and 38 deputy ministerial conferences.

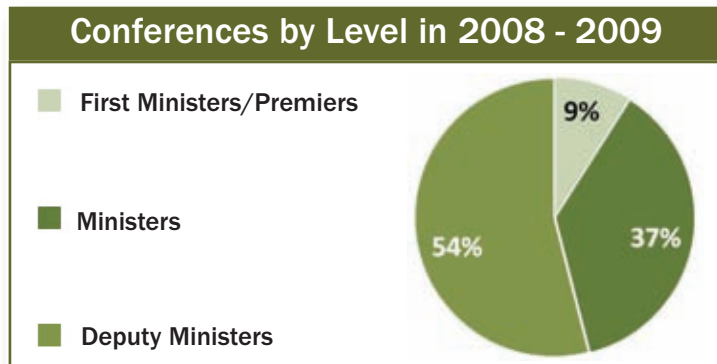


Photo: Government Conference Centre - Ottawa

*Meeting of First Ministers and National Aboriginal Leaders  
Ottawa, Ontario  
January 15, 2009*



Photo: CICS

*Meeting of First Ministers  
Ottawa, Ontario  
January 16, 2009*



# Conferences

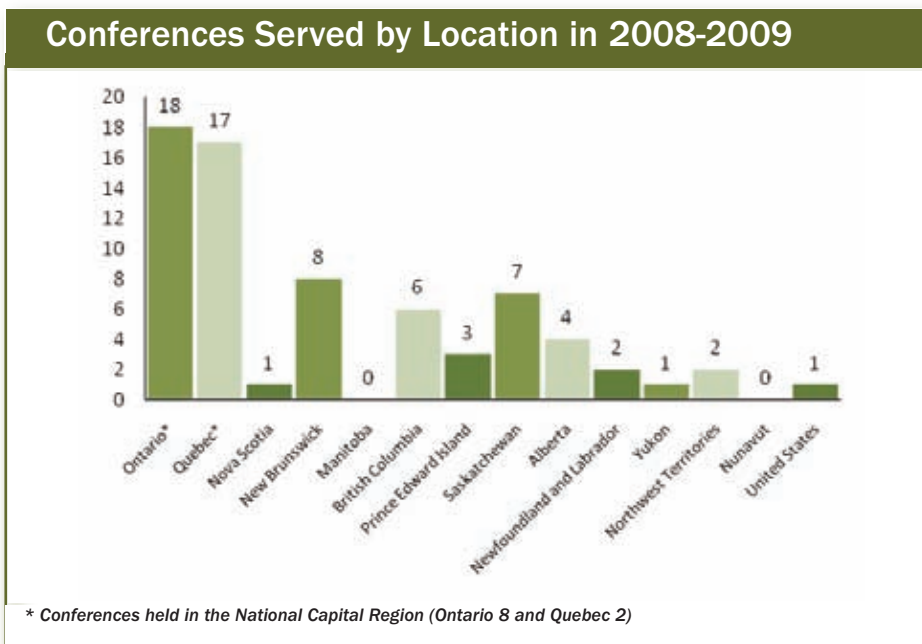
Another milestone for CICS occurred at the National Association of Public Trustees and Guardians Conference (NAPTG) held in Toronto, Ontario on October 27-29, 2008 - we celebrated serving our 3000<sup>th</sup> conference! Some of our staff joined with the participants for a group photo to commemorate the event.

Each and every conference served is unique and provides CICS with opportunities for new experiences, insights and growth. The feedback received this past year through our client surveys has been invaluable. CICS is honoured by the overall positive results, your trust and confidence in us and will continue its efforts to meet and exceed your expectations.

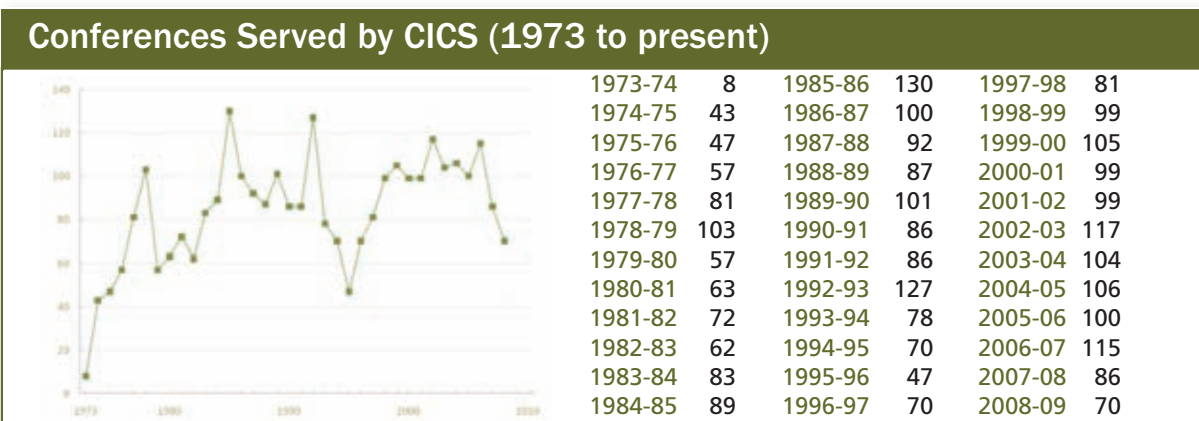


Photo: National Association of Public Trustees and Guardians

National Association of Public Trustees and Guardians Conference (NAPTG)  
Toronto, Ontario - October 27-29, 2008



On a regional basis, in 2008-2009, CICS served 17 meetings in Western Canada (25% of the total), 14 meetings in Atlantic Canada (20%), 18 and 17 conferences (50%) in Ontario and Quebec respectively (which includes the National Capital Region), 3 meetings in the Territories (4%) and 1 meeting in the United States (1%).



## Conferences Served by CICS - From April 1, 2008 to March 31, 2009

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					2				2
Education (includes Summit on Aboriginal Education)							3	2	5
Emergency Preparedness					1			1	2
Environment				1	1				2
Finance (includes Intergovernmental Budget Conference)					1				1
Fisheries (includes Aquaculture)				1	3				4
Health				1	2		1	2	6
Heritage (includes Canadian Francophonie)					1		2	1	4
Housing							1		1
Human Resources and Social Services (includes Labour, Labour Market Ministers and Labour Legislation)				1	3				4
Intergovernmental Affairs (includes First Ministers', Western Premiers' and New England Governors & Eastern Canadian Premiers)	2				1	2			5
Justice (includes Chief Coroners and Chief Medical Examiners, and Public Trustees and Guardians)				1	2		1	4	8
Local Government							1		1
Native / Aboriginal Affairs	1								1
Natural Resources (includes Energy and Mines)				2	1				3
Northern Development				1					1
Public Works & Government Administration (includes Public Service Commissioners)					2				2
Sports and Recreation				1	3		1	1	6
Status of Women (includes National Aboriginal Women's Summit)					1	1			2
Trade (includes Internal Trade)				2					2
Transport				1	3				4
<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>27</b>	<b>3</b>	<b>11</b>	<b>11</b>	<b>70</b>

# Information Services

Information Services provides the strategy, policies, infrastructure, tools and competent personnel necessary for CICS to make effective use of information management and information technology (IM/IT) in the delivery of the Secretariat's program and services.

Information Services also provides corporate support associated with information management, communications as well as providing information on product development and local network and desktop support services.

## 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.

Although Information Management has the lead, everyone in the Secretariat plays a role in safeguarding the agency's intellectual assets. Information Management is responsible for all aspects related to managing corporate information, as well as developing the IM policies, directives, standards, procedures and best practices. IM also serves as a centre of expertise on all activities related to retention and disposition of corporate records activities as well as provides leadership in IM technical solutions.

In this past year IM also continued to play a role in the CICS Modernization Project by leading the initiative to modernize the management of the information holdings of the Secretariat.

## Archive

The CICS archive is a unique collection of documents, which spans virtually every sector of intergovernmental conference activity dating back to 1973.

This archive is made up of documents tabled by delegations at federal-provincial-territorial and

provincial-territorial conferences. 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. Additional reference materials relating to intergovernmental meetings may include audio-visual records of open sessions of various First Ministers' and Premiers' conferences, as well as a selection of digital images and photographic records from some of these meetings.

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.

**Number of Conference Documents in the Archive as of March 31, 2009**

Federal-Provincial-Territorial	30,099
Federal-Territorial	54
Provincial-Territorial	12,743
<b>Total</b>	<b>42,896</b>

CICS is also the author of several publications on the history of senior intergovernmental conferences, among them, a review of First Ministers' Conferences from 1906-2004 and Premiers' Conferences 1887-2002.

An additional 1,148 new documents were added to the archive in 2008-2009.

Number of New Conference Documents in the Archive 2008-2009			
Conference Type and Level	Type and Number of Documents		
	Classified	Unclassified	Total
<b>Federal-Provincial-Territorial</b>			
First Ministers	11	3	14
Ministers	277	25	302
Deputy Ministers	443	6	449
<i>Sub-Total</i>	731	34	765
<b>Federal-Territorial</b>			
Ministers	0	0	0
Deputy Ministers	0	0	0
<i>Sub-Total</i>	0	0	0
<b>Provincial-Territorial</b>			
Premiers	21	41	62
Ministers	131	21	152
Deputy Ministers	167	2	169
<i>Sub-Total</i>	319	64	383
<b>Total Number of New Documents</b>	<b>1,050</b>	<b>98</b>	<b>1,148</b>

## Requests for Conference Related Materials

In 2008-2009, we continued to receive requests for documents, publications and information from a wide variety of groups and individuals for conference related materials.

In addition to the individual requests, there are well over 600 clients who have requested notification of our website update and this number continues to increase.

The requests we receive, both for the website update advisories and for conference material, come from 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 and publications about CICS and the conferences we serve, including the news releases or communiqués from intergovernmental conferences added shortly after the close of the conferences.

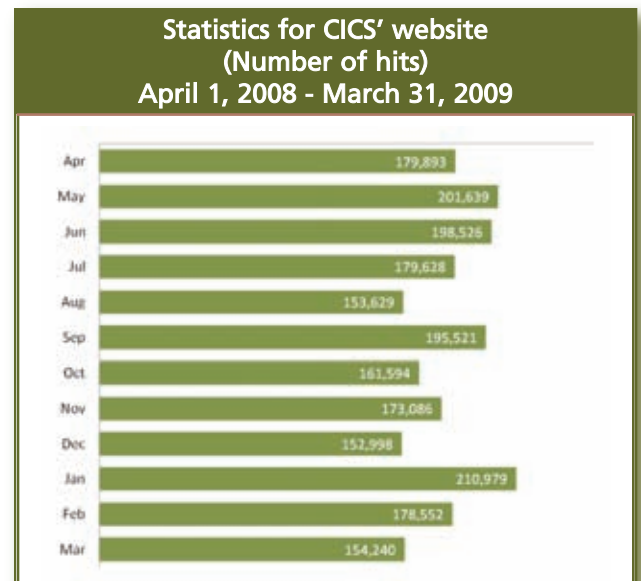
## Information Technology

Information Technology (IT) provides front-line end user support for the Secretariat's desktop, network servers and corporate systems including the internet.

Information Technology is also responsible for providing a reliable and stable data and network telecommunications infrastructure through day-to-day network operations, commercial software procurement and network security.

Other responsibilities include the development of IT policies, directives, standards, procedures and best practices.

Information Technology also plays a critical role in ensuring that high quality services are provided to CICS personnel. CICS' policy also focuses on remaining at the leading edge of technological developments. Systems are regularly reviewed and new innovations and developments are continually being assessed for possible implementation at the home office and on the road.



*The total number of hits for 2008-2009 was 2,140,285 and 20,618,295 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 2008-2009 as compared to 2007-2008 was as follows:

CICS Budget Funding		
	2008-2009	2007-2008
	\$	\$
Main Estimates	6,514,000	6,516,000
Supplementary Estimates	236,475	34,180
<b>Total Funding</b>	<b>6,750,475</b>	6,550,180

In terms of the Main Estimates for the Secretariat, the funding for 2008-2009 decreased by \$2,000, due to adjustments to collective agreements (+\$19,000) and the Employee Benefit Plans (-\$21,000). With respect to Supplementary Estimates, the amount for 2008-2009 reflects a further upward adjustment in Salary and Wages relating to collective agreements.

Total budgetary spending for 2008-2009 amounted to \$5,412,126 or a 8.0% increase over that spent in 2007-2008. This increased level of spending resulted from a reinvestment in capital assets during the year and a Modernization project aimed at improving operations.

CICS generated a surplus of \$1,338,349 for 2008-2009. Of this amount, \$330,714 could be made available to CICS in 2009-2010 under the Treasury Board 5% carryforward provisions. Furthermore, an amount of \$131,900 will be returned to fully contributing provinces in the form of a credit note towards their 2009-2010 contribution to the Secretariat's budget.

CICS Annual Expenditures		
	2008-2009	2007-2008
	\$	\$
Salaries and Wages	2,219,261	2,139,737
Employee Benefit Plans	398,268	376,846
<b>Sub-total - Personnel Costs</b>	<b>2,617,529</b>	2,516,583
Other Operating Costs	2,619,452	2,453,304
Capital Costs	175,145	42,519
<b>Sub-total - Other Operating &amp; Capital Costs</b>	<b>2,794,597</b>	2,495,823
<b>Total</b>	<b>5,412,126</b>	5,012,406
<b>Surplus (Deficit)</b>	<b>1,338,349</b>	1,537,774

The CICS Main Estimates for 2009-2010 have been set at \$6,515,000, a \$1,000 increase from the previous fiscal year, attributable to collective agreements input factors.

You will find on the next page a table entitled "Provincial Contributions towards CICS' Budget" for the year 2008-2009.

# Corporate Services

Financial Table - Provincial Contributions Towards CICS' Budget (000's)									
Population Census 2001		2008 - 2009							2009 - 2010
		Main estimates			Contribution payment received				To be subtracted
	%	Co-shared <sup>2</sup> Amount	Less: Budget Lapse 2007-2008	Projected Contribution	Co-shared <sup>2</sup> Amount	Less: Budget Lapse 2007-2008	Total Billed	Actual <sup>3</sup> Contribution	Budget <sup>4</sup> Lapse 2008-2009
Total Budget/ <i>Expenditures</i>		6,514.00	(1,503.60)	5,010.40	6,514.00	(1,503.60)	5,010.40		(1,338.30)
Less: Federal Share <sup>1</sup>		3,863.70	(887.30)	2,976.40	3,863.70	(887.30)	2,976.40		(799.90)
Total Provincial Share		2,650.30	(616.30)	2,034.00	2,650.30	(616.30)	2,034.00		(538.40)
Newfoundland and Labrador	1.7	45.1	(10.40)	34.7	45.1	(10.40)	34.7	34.7	(9.20)
Nova Scotia	3.0	79.5	(18.30)	61.2	79.5	(18.30)	61.2	61.2	(16.10)
New Brunswick	2.4	63.6	(14.60)	49.0	63.6	(14.60)	49.0	49.0	(12.90)
Prince Edward Island	0.5	13.3	(3.10)	10.2	13.3	(3.10)	10.2	10.2	(2.70)
Quebec	24.2	641.3	0.0	641.3	641.3	0.0	641.3	131.3	0.0
Ontario	38.2	1012.3	0.0	1012.3	1012.3	0.0	1012.3	355.6	0.0
Manitoba	3.7	98.1	(22.60)	75.5	98.1	(22.60)	75.5	75.5	(19.90)
Saskatchewan	3.3	87.5	(20.10)	67.4	87.5	(20.10)	67.4	67.4	(17.80)
Alberta	9.9	262.4	(60.40)	202.0	262.4	(60.40)	202.0	202.0	(53.30)
British Columbia	13.1	347.2	0.0	347.2	347.2	0.0	347.2	95.0	0.0
<b>Total</b>	<b>100.0</b>	<b>2,650.30</b>	<b>(149.50)</b>	<b>2,500.80</b>	<b>2,650.30</b>	<b>(149.50)</b>	<b>2,500.80</b>	<b>1,081.90</b>	<b>(131.90)</b>

**Notes:**

<sup>1</sup> 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.

<sup>2</sup> Provincial contributions are per capita, based on the 2001 population census.

<sup>3</sup> Revenue shortfalls resulting from the non-payment or partial payment by the provinces are automatically absorbed by the federal government.

<sup>4</sup> Budget lapse is the result of difference between amount invoiced and share based on actual 2008-2009 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 2008-2009 fiscal year, there were a number of personnel changes within the Conference Services sector.

As a result of a staffing action open to the public, Line Villeneuve, formerly with the Secretariat as a provincial secondee from the government of Quebec, joined CICS as an indeterminate federal employee.

The Secretariat also welcomed new secondees; Ghislaine Kerry from the Federal government as Conference Coordinator and Michel Daigle who joins CICS from the government of New Brunswick, as a Conference Coordinator.

With the departure of Mara Indri-Skinner, CICS welcomes Daniel Plourde as Assistant Secretary. Daniel joins CICS from the North America Free Trade Agreement (NAFTA) Secretariat - Canadian Section.

Also, a new Director for Information Services was appointed during the 2008-2009 fiscal year. CICS is pleased to announce the appointment of Bernard Latulippe, formerly from the Public Health Agency of Canada to this position.

The Secretariat also saw the retirement of Antonio (Tony) Marcantonio as Director of Corporate Services after many years of service in the federal government.

CICS also wishes to acknowledge the dedication and many years of service provided by Mr. Carol Bourgeois to the Secretariat upon his retirement in January 2009. Carol spent most of his career in the service of the Canadian Intergovernmental Conference Secretariat. From his early years in the Information Services Division (formerly Intergovernmental Document Centre), to his years as an Assistant Conference Coordinator within the Conference Services Division, Carol was instrumental in developing many of the systems and processes still utilized within the Secretariat today.



Photo: CICS

CICS Staff at the retirement celebration for Carol Bourgeois  
CICS Office, Ottawa, Ontario



# CICS Officers

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