
Sylvie Millette LeDuc

CAREER HIGHLIGHTS

- **Director, Value Chain Roundtables Secretariat** *April 2008- present*
Agriculture and Agri-Food Canada

Directs the provision of strategic leadership with regard to the coordination and management of industry led national roundtables
Directs the development of policy, planning, program and service delivery frameworks and processes for the Value Chain Roundtable Secretariat.
Leads the identification of cross-cutting and/or high priority issues emerging from roundtables which requires advanced policy analysis and the development of strategic policy responses.

- **Visiting Executive** *April 2006 – April 2008*
Association of Professional Executives of the Public Service of Canada (APEX)

Manages the Communications' portfolio including responsibility for drafting, revising and editing all communication materials, in order to promote the Association's "branding excellence in leadership" mandate, and to inform executives on all issues of interest. Key achievements include drafting the Association's Annual Report and its Business Plan as well as writing APEX's submission on Bill C-2 (the Federal Accountability Act) for presentation before the respective Parliamentary and Senate Committees.

- **Director of Parliamentary Affairs** *August 2005 – April 2006*
Agriculture and Agri-Food Canada, Minister's Office

Briefed and advised that Minister on all legislative issues, Cabinet documents and Treasury Board submissions. Liaised with key stakeholders (e.g. industry, consumer groups, other government departments, and international/UN organizations such as the WTO) on key files such as Avian Influenza, BSE and international trade. Key responsibilities included:

- overseeing all phases of the legislative approval process from the development of legislation within the Department to Royal Assent
- liaison with Members of Parliament and the office of the Parliamentary Secretary to discuss the Department's legislative agenda
- liaison with the Prime Minister's Office, Privy Council Office and the offices of other Ministers to ensure coordination of pertinent government-wide legislative issues
- developing and maintaining a productive working relationship with the Senior Policy Advisor to ensure consistency of policy and legislative initiatives
- relationship management with provincial counterparts
- representing Canada as a delegate to the Hong Kong Ministerial Conference of the World Trade Organization

- **Senior Policy Advisor** *February 2005 to August 2005*
Agriculture and Agri-Food Canada, Minister's Office

Oversaw policy development in collaboration with Department officials, ensuring that policies developed under the Minister's purview were consistent with the Government's broad policy goals, as per the Speech from the Throne and the Budget. Provided advice to and briefed the Minister on all relevant policy issues. Worked closely with the Prime Minister's Office, Privy Council Office and those of other Ministers to ensure horizontal coordination in policy and program development. Liaised with key stakeholders in order to inform and/or consult on important policy initiatives.

- **Director, Strategic Planning Division** *July 2004 to February 2005*
Communications and Consultations Agriculture and Agri-Food Canada

Provided corporate direction, strategic advice and guidance, and overall management in the creation, development and implementation of the Department's communications planning and reporting frameworks. Ensured that corporate communications strategies and plans were fully integrated into the Department's strategic plan and business planning process, and that communications' activities fully supported the broader priorities and objectives of the Government. Managed a multidisciplinary team of 53 staff in defining objectives and desired results, which facilitated departmental performance measurement and reporting. Managed a budget of \$18.7 million.

- **Director of Operations, Communications and Consultations** *March to July 2004*
Agriculture and Agri-Food Canada

Provided professional leadership and management in the development and delivery of a wide range of communications and creative services to advance the achievement of AAFC's strategic objectives and priorities, all with due regard for the effective use of human and financial resources.

Oversaw the day-to-day operations of the Branch including monitoring of the external environment, analyzing communications issues, developing and implementing strategic and operational communications plans, developing communications products and disseminating key messages to the public. Simultaneously, provided communications support to the Minister of AAFC. Managed a staff of 69 and a budget of \$3.7 million. Chaired the Branch Management, Branch Operations and Agri-Food Awareness committees.

- **Chief of Staff to the Minister of Agriculture** *2002 to 2003*

Managed the daily operations of an office of 20 employees and a budget of \$2 million in support of the Minister of Agriculture and Agri-food. This included liaison and effective communication with senior officials from industry, provincial governments, the federal Public Service and the Prime Minister's Office.

Served as a key member of the team responsible for managing the first outbreak of BSE in Canada. Primary responsibilities included the conduct of PMO briefings, media relations and ongoing relationship management with provincial counterparts and key stakeholders (industry partners, consumer groups, other government departments and foreign governments). Represented Canada as a delegate to the WTO meetings in Cancun and Montreal.