



Canadian  
Intergovernmental  
Conference  
Secretariat

Secrétariat  
des conférences  
intergouvernementales  
canadiennes

**QUARTERLY FINANCIAL REPORT**  
**for the quarter ended**  
**June 30, 2025**

2025-26

Canada 

**CANADIAN INTERGOVERNMENTAL CONFERENCE SECRETARIAT**  
**Quarterly Financial Report**  
**For the quarter ended June 30, 2025**

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## Statement outlining results, risks and significant changes in operations, personnel and program

### 1. Introduction

This quarterly report has been prepared by management as required by section 65.1 of the *Financial Administration Act* and in the form and manner prescribed by the Treasury Board Directive on Accounting Standards. This report should be read in conjunction with the 2025–26 Main Estimates.

The mandate of the Canadian Intergovernmental Conference Secretariat (CICS) is to support federal, provincial and territorial governments in the planning and conduct of senior level intergovernmental conferences held across Canada. The primary objective of CICS is to relieve client departments of the numerous technical and logistical tasks associated with the planning and conduct of multilateral conferences, thereby enabling participants to concentrate on substantive intergovernmental policy issues. CICS provides continuous, effective and impartial logistical support to these meetings.

The quarterly report has not been subject to an external audit or review.

### Basis of presentation

This quarterly report has been prepared by management using an expenditure basis of accounting. The accompanying Statement of Authorities includes the department's spending authorities granted by Parliament and those used by the department consistent with the 2025–26 Main Estimates. This quarterly report has been prepared using a special purpose financial reporting framework designed to meet financial information needs with respect to the use of spending authorities.

The authority of Parliament is required before money can be spent by the Government. Approvals are given in the form of annually approved limits through appropriation acts or through legislation in the form of statutory spending authority for specific purposes.

As part of the departmental performance reporting process, CICS prepares its annual departmental financial statements on a full accrual basis in accordance with Treasury Board accounting policies, which are based on Canadian Generally Accepted Accounting Principles for the public sector. However, the spending authorities voted by Parliament remain on an expenditure basis.

### 2. Highlights of fiscal quarter and fiscal year to date (YTD) results

Operating expenditures from the beginning of the year to June 30, 2025, have seen a significant decrease (a reduction of \$569,000 compared to the same period in 2024–2025). This decrease is primarily due to the reduction of two full-time equivalent (FTE) positions, as well as delays in receiving conference requests caused by the federal election. To date, SCIC has supported 10 in-person conferences and 28 videoconferences, compared to 17 in-person conferences and 27 videoconferences during the same period in 2024–2025.

#### 2.1 Statement of Authorities

The authorities available to CICS for the first quarter of 2025–2026 are approximately \$74,000 higher than those of the previous fiscal year (\$14,000 in voted appropriations and \$60,000 in statutory authorities) due to multi-year funding for collective bargaining obligations.

## **2.2 Statement of Department Budgetary Expenditures by Standard Object**

From the beginning of the year to June 30, 2025, operating expenditures amounted to \$1.2 million, representing a decrease of approximately \$569,000 compared to the same period in 2024–2025. This reduction is largely attributable to the following factors:

- Personnel: A decrease of \$185,000, primarily due to the departure of two full-time equivalent (FTE) positions, resulting in a decrease of the salary costs.
- Professional and Special Services: A decrease of \$196,000, mainly attributable to the reduced number of in-person conferences, as well as the implementation of the evaluation program and last year's investment in the crate room setup.
- Transportation and Communications: A decrease of \$114,000, notably related to travel and shipping costs for equipment to remote sites. This decline is primarily explained by the reduced number of in-person conferences.
- Rentals: A decrease of \$80,000 in equipment rental costs (phones, Wi-Fi services, interpretation, photocopiers, cabling, etc.), mainly due to the reduced number of in-person conferences.

## **3. Risks and Uncertainties**

CICS does not convene intergovernmental meetings. It is called upon to respond to decisions taken by governments to meet on key national or specific issues. Decisions concerning the location of such meetings, their number in a given fiscal year, their timing and duration, are all factors beyond the control of the Secretariat. CICS continues to develop and use forecasting tools to estimate costs and plan for conferences as requests are received.

As a micro agency, CICS is at risk of losing key personnel and experiencing vacancies in key roles. CICS continues to target greater provincial and territorial representation among Conference Services staff to maintain a high level of neutrality and welcome diverse perspectives to its service delivery model.

## **4. Significant changes in relation to operations, personnel, and program**

Benoit Massé is currently acting as the Assistant Secretary and Chief Financial Officer of CICS, replacing Éric Gagnon. As part of Budget 2023, CICS received additional funding for the 2025–2026 period. This financial support, spread over three years starting in 2023–2024, is intended to ensure continuity in client service while enabling a strategic assessment of the organization's long-term sustainability. This assessment includes a comprehensive review of the business model, the services provided, and the resources required. The additional funding also supports the creation of eight new full-time equivalent (FTE) positions, thereby strengthening the organizational structure and enhancing CICS's capacity to effectively fulfill its mandate.

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**Approval by Senior Officials**

Original signed by:

Ruth Onyancha  
Secretary  
Ottawa, Canada

Date: August 15, 2025

Original signed by:

Benoit Massé  
A/Chief Financial Officer  
Ottawa, Canada

Date: August 15, 2025

**STATEMENT OF AUTHORITIES (unaudited)**

	Fiscal Year 2025-26			Fiscal Year 2024-25		
	Total available for use for the year ending March 31, 2026*	Used during the quarter ended June 30, 2025	Year to date used at quarter-end	Total available for use for the year ending March 31, 2025*	Used during the quarter ended June 30, 2024	Year to date used at quarter-end
<i>(in dollars)</i>						
Vote 1 – Net Operating expenditures	7,310,085	1,129,503	1,129,503	7,295,419	1,713,916	1,713,916
Budgetary Statutory authorities	591,098	147,775	147,775	531,123	132,781	132,781
<b>Total Budgetary authorities</b>	<b>7,901,183</b>	<b>1,277,278</b>	<b>1,277,278</b>	<b>7,826,542</b>	<b>1,846,697</b>	<b>1,846,697</b>
<b>Total authorities</b>	<b>7,901,183</b>	<b>1,277,278</b>	<b>1,277,278</b>	<b>7,826,542</b>	<b>1,846,697</b>	<b>1,846,697</b>

\*Includes only Authorities available for use and granted by Parliament at quarter-end.

**Departmental budgetary expenditures by Standard Object (unaudited)**

	Fiscal Year 2025-26			Fiscal Year 2024-25		
	Planned expenditures for the year ending March 31, 2026	Expended during the quarter ended June 30, 2025	Year to date used at quarter-end	Planned expenditures for the year ending March 31, 2025	Expended during the quarter ended June 30, 2024	Year to date used at quarter-end
<i>(in dollars)</i>						
<b>Expenditures:</b>						
Personnel	4,454,483	1,005,513	1,005,513	4,379,842	1,190,885	1,190,885
Transportation and communications	773,289	109,215	109,215	1,037,869	223,613	223,613
Information	27,987	10	10	34,371	569	569
Professional and special services	1,602,895	116,494	116,494	1,505,291	312,676	312,676
Rentals	487,268	32,117	32,117	712,705	112,286	112,286
Repair and maintenance	3,528	-	-	10,621	-	-
Utilities, materials and supplies	143,902	222	222	35,792	1,552	1,552
Acquisition of machinery and equipment	407,831	1,735	1,735	110,051	3,958	3,958
Other subsidies and payments	-	11,974	11,974	-	1,158	1,158
<b>Total net budgetary expenditures</b>	<b>7,901,183</b>	<b>1,277,278</b>	<b>1,277,278</b>	<b>7,826,542</b>	<b>1,846,697</b>	<b>1,846,697</b>