



Farm Products Council  
of Canada

Conseil des produits agricoles  
du Canada

**Farm Products Council of Canada  
2017-2018  
Annual Report to Parliament on the  
*Access to Information Act***

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*Access to Information Act***

APRIL 1, 2017 - MARCH 31, 2018

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## **A. Report on the *Access to Information Act***

### **A1. Introduction**

*The Access to Information Act* gives Canadian citizens, permanent residents, and all individuals and corporations present in Canada the right of access to records under the control of a government institution subject to the Act. The Act complements, but does not replace, other means of obtaining government information.

This report is prepared and tabled in Parliament in accordance with Section 72 of the Access to Information Act. It covers the period from April 1, 2017, to March 31, 2018.

### **Mandate**

The Farm Products Council of Canada (FPCC), was established in 1972 under the *Farm Products Agencies Act* (the Act) as a unique public interest oversight body which reports to Parliament through the Minister of Agriculture and Agri-Food Canada (The Minister).

The FPCC; headed by a Chairperson (Deputy Head) appointed by the Governor-in-Council, is composed of up to seven Members of which at least half must be primary producers at the time of their appointment.

This Act provides for the creation of National Marketing Agencies as well as Promotion and Research Agencies. There are currently four Marketing Agencies: Canadian Hatching Egg Producers, Chicken Farmers of Canada, Egg Farmers of Canada and Turkey Farmers of Canada. There is also one Promotion Research Agency: the Beef PRA. The FPCC supervises and works with these agencies to ensure that the supply management system for poultry and eggs and the promotion research activities for beef cattle work in the balanced interest of all stakeholders, from producers to consumers, and can evolve to respond to current and future challenges.

The FPCC also provides advice and recommendations to the Minister, collaborates with provincial supervisory boards and actively works with the Department and Agriculture and Agri-Food Portfolio Organizations.

### **A2. Organizational Structure**

The Chief Financial Officer has delegated authority to oversee the administration of the *Access to information Act* and the *Privacy Act* within the Farm Products Council of Canada and to ensure compliance with the legislation. While FPCC has currently one in house ATIP Coordinator, it relies on Agriculture & Agri-Food Canada whom acts as a service provider to the organization.

### **A3. Delegation Order**

Section 73 of the *Access to Information Act* provides for the Minister, as head of Agriculture & Agri-Food Canada, to delegate the powers, duties and functions designated by the *Act*.

The approved FPCC Delegation Order is provided in [Annex A](#).

#### **Delegation of Authority Instrument for the Administration of the *Access to Information Act***

The FPCC Delegation of Authority Instrument is provided in [Annex B](#).

### **A4. Highlights of Statistical Report, 2017-2018**

Statistical reporting on the administration of *the Access to Information Act and the Privacy Act* has been in place since 1983. The statistical reports prepared by government institutions provide aggregate data on the application of *the Access to Information Act and Privacy Act* legislations. This information is made public on an annual basis in an [Info Source](#) and is included with the annual reports on access to information and privacy, which are tabled in Parliament by each institution.

The FPCC 2017–2018 statistical reports on the *Access to Information Act* is provided in [Annex C](#).

#### **Interpretation of the Statistical Report for Requests under the *Access to Information Act***

The following sections present the various trends and tendencies with regards to access to information requests. However, care must be taken in interpreting these trends, due to the low overall volume of requests generally received by FPCC. Small samples present with statistical properties which differ from large ones and. As such, increases or decreases cannot be interpreted as an indication of historical or emerging trends. The preceding caveat is particularly relevant to the current reporting period as no requests were received.

ACCESS TO INFORMATION DESIGNATION ORDER

(Farm Products Council of Canada)

The Minister of Agriculture and Agri-Food, pursuant to section 73 of the *Access to the information Act*, hereby designates the persons of the Department holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and perform the duties and functions of the Minister as the head of a government institution under the sections of the Act set out in the schedule opposite each position. This Designation Order supersedes all previous Designation Orders.

MAR 29 2016

Date



Minister of Agriculture & Agri-Food Canada

## Delegation of Authority Instrument for the administration of *the Access to Information Act*

Sections of the Access to Information Act	Powers, Duties or Functions	Deputy Head	Director, Corporate Operations and Regulations (CFO)	Director, Council Operations and Communications	Manager
4 (2.1)	Responsibility of government institutions.	X	X	X	X
7 (a)	To notify applicant and to give access to the record.	X	X	X	X
7 (b)	Giving access to records.	X	X	X	-
8(1)	To transfer to another institution or to accept transfer from another institution.	X	X	X	X
9	To extend time limits.	X	X	X	-
11(2), (3)	To require additional payment before access is given.	X	X	X	X
11(4)	To require deposit before search or production of record.	X	X	X	X
11(5)	To notify applicant of payment required.	X	X	X	X
11(6)	To waive requirement for payment or to refund.	X	X	X	X
12(2)(b)	To have record translated in the public interest.	X	X	X	X
12(3)(b)	To have record made accessible in alternative format.	X	X	X	X
13	To exempt information obtained in confidence.	X	X	X	-
13(2)	To disclose with consent of the other government.	X	X	X	-

<b>Sections of the Access to Information Act</b>	<b>Powers, Duties or Functions</b>	<b>Deputy Head</b>	<b>Director, Corporate Operations and Regulations (CFO)</b>	<b>Director, Council Operations and Communications</b>	<b>Manager</b>
14	To exempt information re: federal - provincial affairs.	X	X	X	-
15	To exempt information re: international affairs and defense.	X	X	X	-
16	To exempt information re: law enforcement and investigations.	X	X	X	-
16.5	To exempt information re: Public Servant Disclosure Act.	X	X	X	-
17	To exempt information re: safety of individuals.	X	X	X	-
18	To exempt information re: economic interests of Canada.	X	X	X	-
19	To exempt personal information.	X	X	X	-
20	To exempt third party information.	X	X	X	-
21	To exempt information re: advice and recommendations.	X	X	X	-
22	To exempt information re: testing procedures, tests and audits.	X	X	X	-
22.1	To exempt information re: Audit working papers and draft audit reports.	X	X	X	-
23	To exempt information re: solicitor client privilege.	X	X	X	-
24	To exempt information re: statutory prohibitions.	X	X	X	-
25	To sever exempt information from records and to disclose the remaining information.	X	X	X	-
26	To refuse access when information is to be published.	X	X	X	-
27(1)	To notify third party of intent to disclose.	X	X	X	X

<b>Sections of the Access to Information Act</b>	<b>Powers, Duties or Functions</b>	<b>Deputy Head</b>	<b>Director, Corporate Operations and Regulations (CFO)</b>	<b>Director, Council Operations and Communications</b>	<b>Manager</b>
27(4)	To extend time limit for third party notification process.	X	X	X	X
28(1)(b)	Review representations of third parties.	X	X	X	-
28(2)	To waive the requirement of third parties providing representations in writing.	X	X	X	-
28(4)	To notify third party of decision.	X	X	X	-
29(1)	Where the Information Commissioner recommends disclosure.	X	X	X	-
33	To advise Information Commissioner of third party involvement.	X	X	X	-
35(2)(b)	To have the right to make representations to the Information Commissioner.	X	X	X	-
37(4)	To provide access to complainant pursuant to Information Commissioner's recommendation.	X	X	X	-
43(1)	To provide notification to third party (application to Federal Court for review).	X	X	X	-
44(2)	To notify applicant that third party has applied for Court review.	X	X	X	-
52(2)(b), (3)	Special rules for hearing.	X	X	X	-
71(1)	Facility for inspection of manuals.	X	X	X	-
71(2)	To exempt information severed from manuals.	X	X	X	-
72	To prepare annual report to Parliament.	X	X	X	-



<b>Section of the Access to Information Regulations</b>	<b>Powers, Duties or Functions</b>	<b>Deputy Head</b>	<b>Director, Corporate Operations and Regulations (CFO)</b>	<b>Director, Council Operations and Communications</b>	<b>Manager</b>
6(1)	Transfer of request.	X	X	X	-
7(2)	Search and preparation fees.	X	X	X	-
7(3)	Production and programming fees.	X	X	X	-
8	Providing access to record(s).	X	X	X	-
8.1	Limitation in respect of format.	X	X	X	-



## Statistical Report on the *Access to Information Act*

Name of institution: Farm Products Council of Canada

Reporting period: 2017-04-01 to 2018-03-31

### Part 1: Requests Under the *Access to Information Act*

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
<b>Total</b>	<b>0</b>
Closed during reporting period	0
Carried over to next reporting period	0

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	0
Public	0
Decline to Identify	0
<b>Total</b>	<b>0</b>

#### 1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
0	0	0	0	0	0	0	0

**Note:** All requests previously recorded as “treated informally” will now be accounted for in this section only.

## Part 2: Requests Closed During the Reporting Period

### 2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	0	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

\* I.A.: International Affairs    Def.: Defence of Canada    S.A.: Subversive Activities

## 2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	0	0
Disclosed in part	0	0	0
<b>Total</b>	0	0	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	0	0	0
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

### 2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
<b>Total</b>	0	0	0	0	0

### 2.6 Deemed refusals

#### 2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

#### 2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	0	0

### 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

## Part 3: Extensions

### 3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	0	0	0	0

### 3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	0	0	0	0

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	0	\$0	0	\$0

## Part 5: Consultations Received From Other Institutions and Organizations

### 5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	1	2	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	1	2	0	0
Closed during the reporting period	1	2	0	0
Pending at the end of the reporting period	0	0	0	0

### 5.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	1	0	0	0	0	0	0	1
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	1	0	0	0	0	0	0	1

### 5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

## Part 6: Completion Time of Consultations on Cabinet Confidences

### 6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

## Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0



**Part 9: Resources Related to the Access to Information Act**

**9.1 Costs**

Expenditures		Amount
Salaries		\$1,370
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$1,370</b>

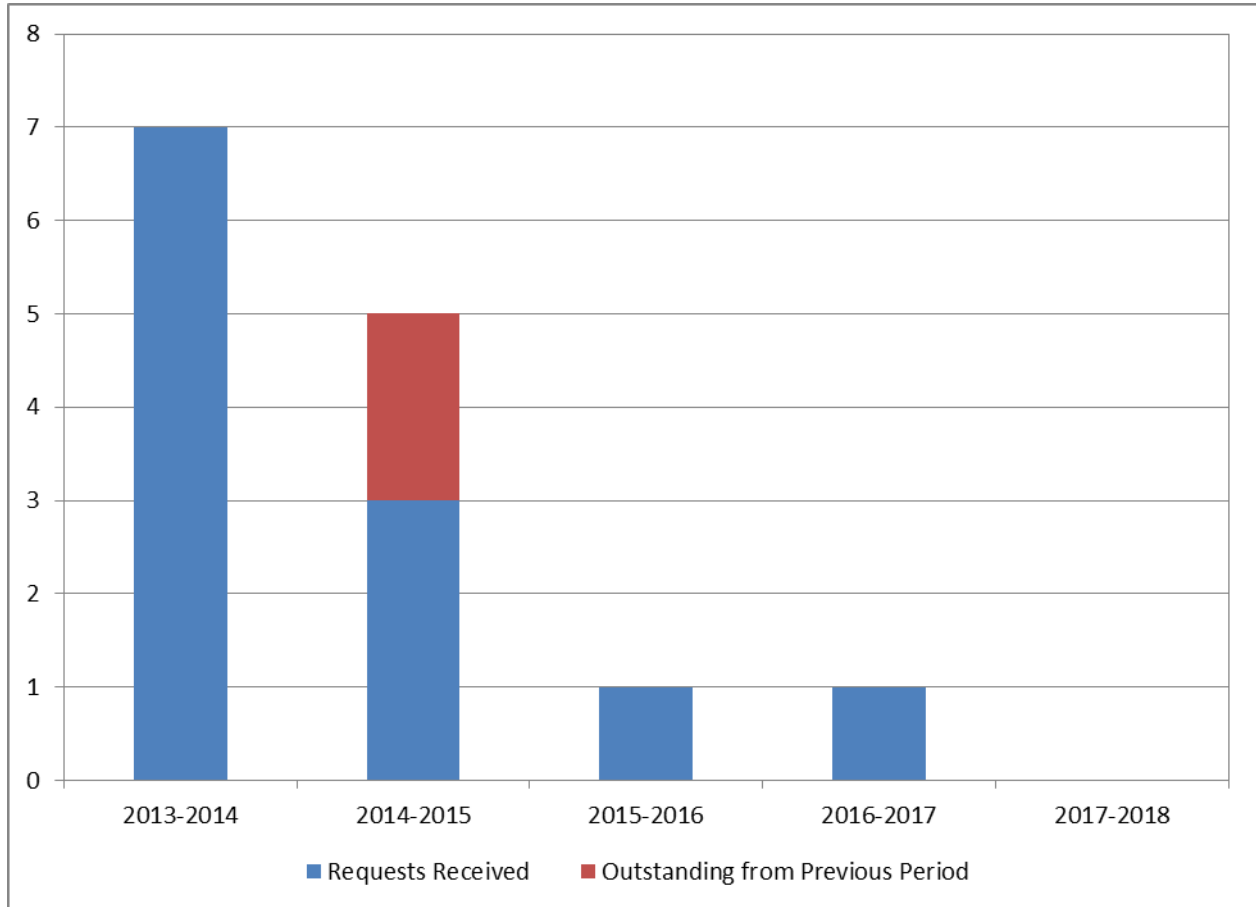
**9.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.05
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>0.05</b>

**Note:** Enter values to two decimal places.

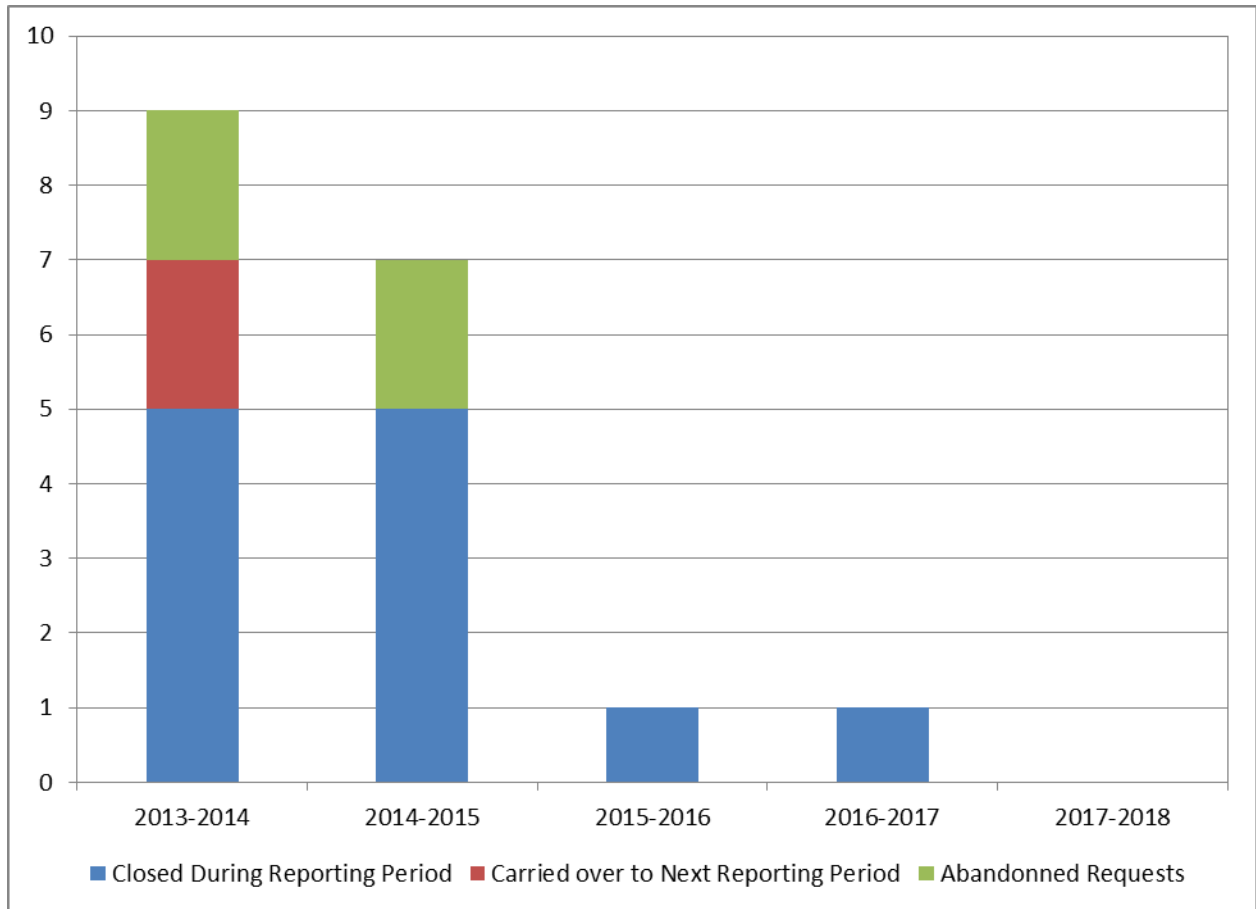
## Requests Received and Outstanding from Previous Reporting Period

In 2017-2018, FPCC did not receive any request, which represents a decrease from the three previous years. There were no outstanding requests from previous periods.



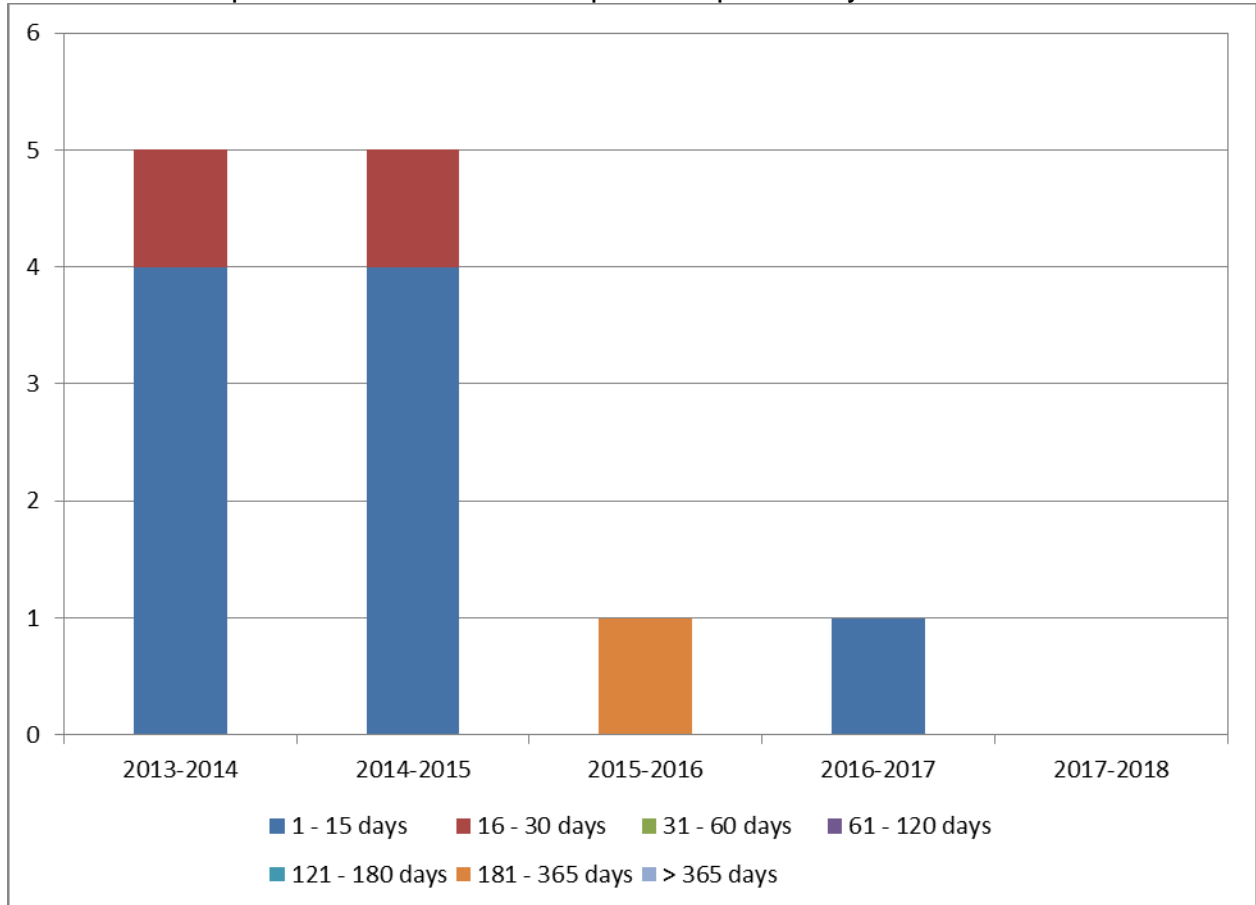
### Completed Requests, Carried over to the next Reporting Period and Abandoned requests

There were no requests received in 2017-2018 during the reporting period, leaving no requests to carry over into future periods. This represents a decrease from previous years. No request was abandoned during the year.



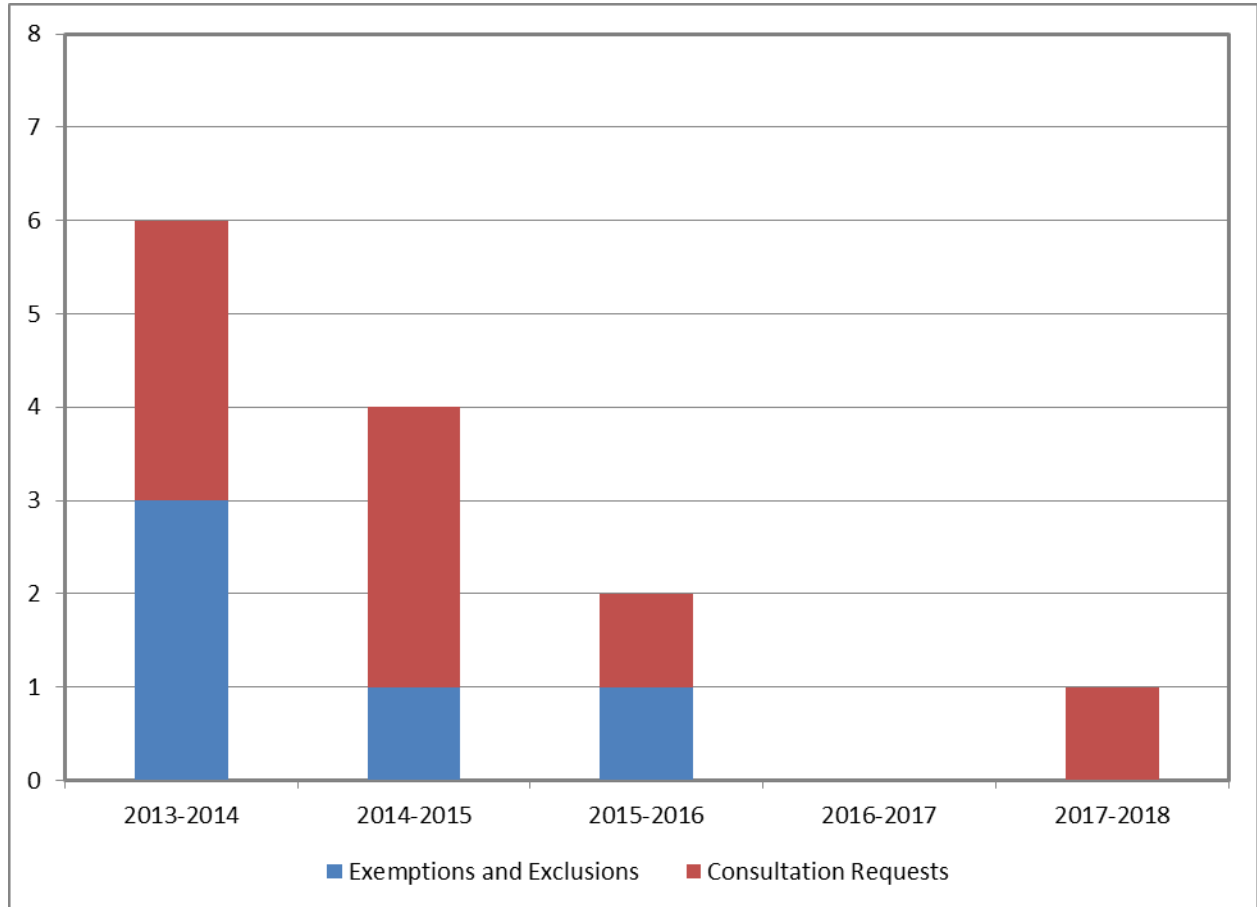
## Completion Time

The following chart presents the number of days required to dispose of requests during the various reporting periods. There was no request received during the reporting period therefore this represents a decrease compared to previous years.



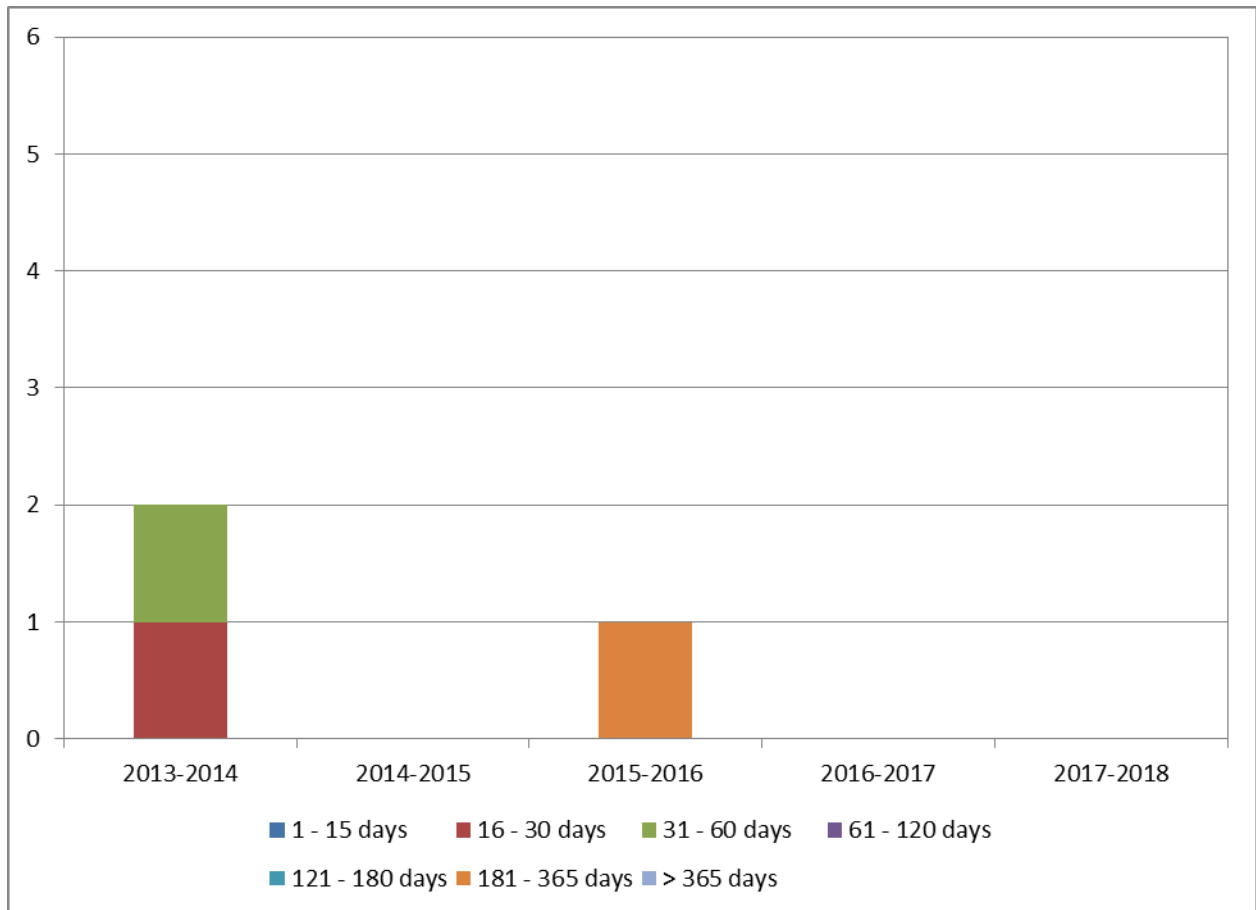
## Application of Exemptions and Exclusions, Extensions and Consultations from Other Government Institutions (OGI)

In 2017-2018 there were no exemptions and exclusions during the reporting period. There was one consultation request received for this reporting period.



## Extensions

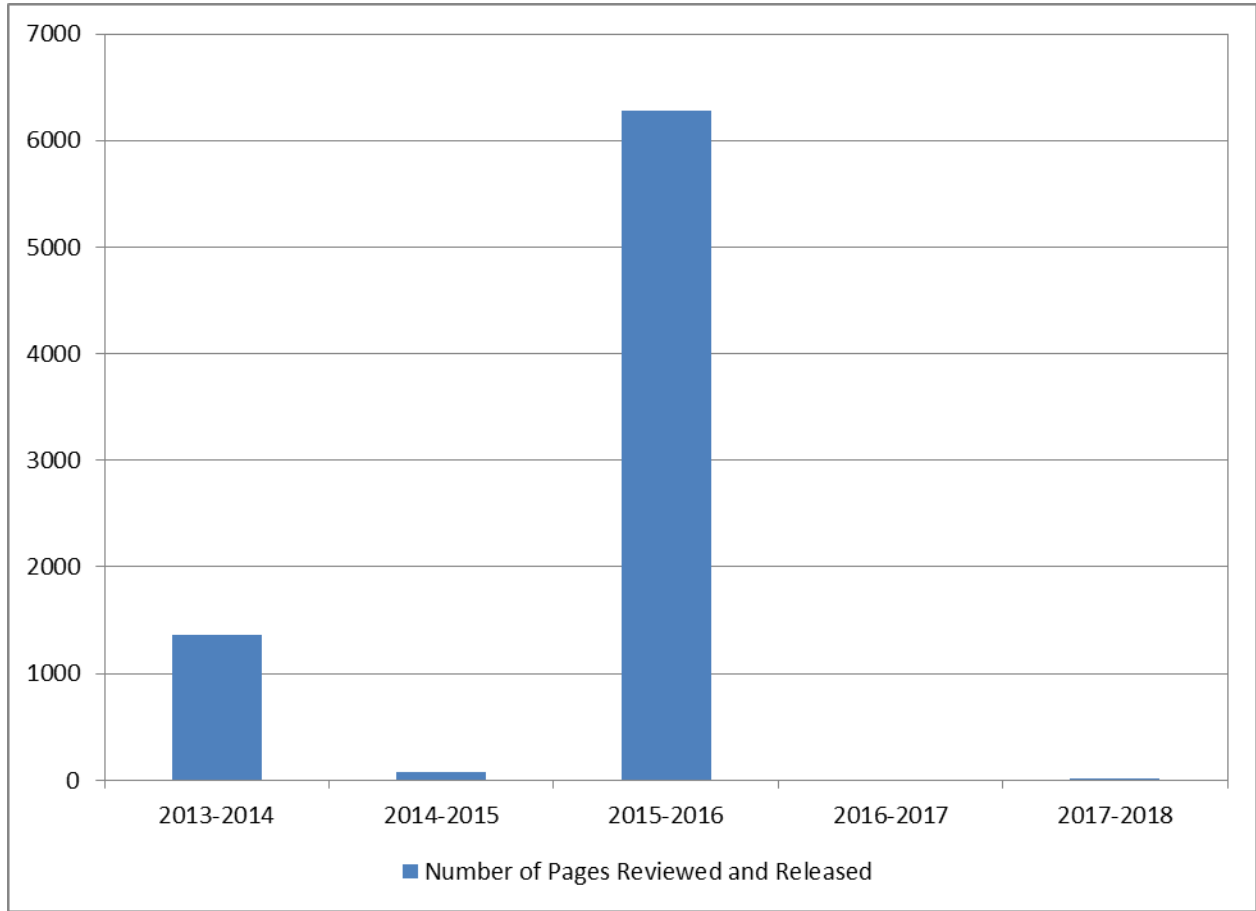
The following chart presents the number of extensions in each reporting periods as well as the duration of these extensions. There was no extension during the reporting period.



It must be noted that in 2013-2014 the categorization of days for extensions differed from those of the 2016-2017 and 2017-2018 periods. Whereas only one category existed for extensions under 30 days, two are now included. For greater certainty and in order to avoid underestimating the duration of a given extension, one request which was initially coded as under 30 days, was coded as between 16 and 30 days for the purpose of this analysis.

## Number of Pages Reviewed and Released

As no records existed during the reporting period, no pages were reviewed and released in 2017-2018. This represents a decrease compared to previous years.



## Exemption Invoked

The following table presents an overview of the sections to which exemptions invoked related to. No exemptions were invoked during the reporting period.

	Exemptions				
	2013-14	2014-15	2015-16	2016-17	2017-18
Section 13	0	0	0	0	0
Section 14	0	0	0	0	0
Section 15	0	0	0	0	0
Section 16	0	0	1	0	0
Section 17	0	0	0	0	0
Section 18	0	0	0	0	0
Section 19	1	0	1	0	0
Section 20	1	0	1	0	0
Section 21	3	1	0	0	0
Section 22	0	0	0	0	0
Section 23	1	0	0	0	0
Section 26	0	0	0	0	0



## **A5. Training**

There was no orientation and awareness session undertaken for the 2017-2018 reporting period.

## **A6. Policies, Guidelines, Procedures and Initiatives**

FPCC did not implement any new policies, procedures or initiatives on the administration of the *Access to Information Act* for the 2017-2018 reporting period.

## **A7. Summary of Key Issues and Actions Taken on Complaints or Audits**

FPCC received no complaint concerning the *Access to Information Act* during the 2017-2018 reporting period.

## **A8. Monitoring of Compliance**

No Monitoring was conducted during the 2017-2018 reporting period.

## **A9. Appeals to the Federal Court**

No Appeals to the Federal Court were undertaken for 2017-2018 reporting period.

## **A10. Fees**

During the reporting period, the FPCC did not collect application fees, NIL in search fees, NIL in programming fees and NIL for reproduction of material to be released or for response preparation time.

## **A11. Costs**

During 2017–2018, the ATIP Office incurred \$1370, 00 in salary costs and \$0.00 in administrative costs (software licences, professional services fees, office equipment and supplies, training) to administer *the Access to Information Act*.

## **A12. Reading Room**

A reading room makes available to the public, the current version of Info Source, as well departmental publications and manuals. The room is located at 960 Carling Avenue Building 59, Ottawa (Ontario).