



Farm Products Council
of Canada

Conseil des produits agricoles
du Canada

**Farm Products Council of Canada
2020-2021
Annual Report to Parliament on the
*Access to Information Act***

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Annual Report to Parliament on the
*Access to Information Act***

APRIL 1, 2020 - MARCH 31, 2021

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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, 2020, to March 31, 2021.

Mandate

The 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.

The Act provides for the creation of National Marketing Agencies and Promotion 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 are also two Promotion Research Agencies, the Canada Beef Check-Off Agency and the Canadian Pork Promotion and Research Agency. The FPCC supervises and works with these agencies to ensure that the supply management system for poultry and eggs and promotion research activities for beef cattle and pork 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 other Agriculture and Agri-Food Portfolio Organizations.

A2. Organizational Structure

The Director of Corporate and Governmental Affairs has delegated authority to oversee the administration of the *Privacy Act* within Farm Products Council of Canada and to ensure compliance with the legislation. FPCC currently has one ATIP Coordinator and also relies on Agriculture & Agri-Food Canada (AAFC) as its 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, 2020-2021

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* legislation. This information is made public on an annual basis on [Canada.ca](https://www.canada.ca) and is included with the annual reports on access to information and privacy, which are tabled in Parliament by each institution.

The FPCC 2020–2021 statistical reports on the *Access to Information Act* is provided in [Annex C.](#)

Working remotely due to COVID-19 had no impact on FPCC's ability to fulfill its *Access to Information Act* responsibilities.

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. Request volume and FPCC's ability to process requests were stable during the reporting period.

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.

JUL 29 2019

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 and Governmental Affairs (CFO)	Director, Regulatory and Sectoral Affairs	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	-

Sections of the Access to Information Act	Powers, Duties or Functions	Deputy Head	Director, Corporate and Governmental Affairs (CFO)	Director, Regulatory and Sectoral Affairs	Manager
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	-
16.6	National Security and Intelligence Committee	X	X	X	-
16.31	Investigation under the Elections 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	-
23.1	Patent or Trademark 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	X	X	X	-

Sections of the Access to Information Act	Powers, Duties or Functions	Deputy Head	Director, Corporate and Governmental Affairs (CFO)	Director, Regulatory and Sectoral Affairs	Manager
	to be published.				
27(1)	To notify third party of intent to disclose.	X	X	X	X
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	X	X	X	-

Sections of the Access to Information Act	Powers, Duties or Functions	Deputy Head	Director, Corporate and Governmental Affairs (CFO)	Director, Regulatory and Sectoral Affairs	Manager
	Parliament.				

Section of the Access to Information Regulations	Powers, Duties or Functions	Deputy Head	Director, Corporate and Governmental Affairs (CFO)	Director, Regulatory and Sectoral Affairs	Manager
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: 2020-04-01 to 2021-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	3
Outstanding from previous reporting period	0
Total	3
Closed during reporting period	2
Carried over to next reporting period	1

1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	0
Business (private sector)	2
Organization	0
Public	0
Decline to Identify	0
Total	3

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	1	0	0	0	0	0	1
Disclosed in part	0	1	0	0	0	0	0	1
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
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	0	2	0	0	0	0	0	2

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)	1	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)	1	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)	1		
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	1	0
Disclosed in part	0	1	0
Total	0	2	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	-	1	1
Disclosed in part	-	17	1
All exempted	-	0	0
All excluded	-	0	0
Request abandoned	-	0	0
Neither confirmed nor denied	-	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	1	1	0	0	0	0	0	0	0	0
Disclosed in part	1	17	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
Total	2	18	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
Total	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
Total	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
Total	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
Total	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
Total	0	0	0	0

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	3	\$15	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
Total	3	\$15	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	0	0	0	215
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	215
Closed during the reporting period	0	8	0	0
Pending at the end of the reporting period	0	0	0	215

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	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
Total	0	0	0	0	0	0	0	0

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
Total	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
Total	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
Total	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	
Total		\$1,370

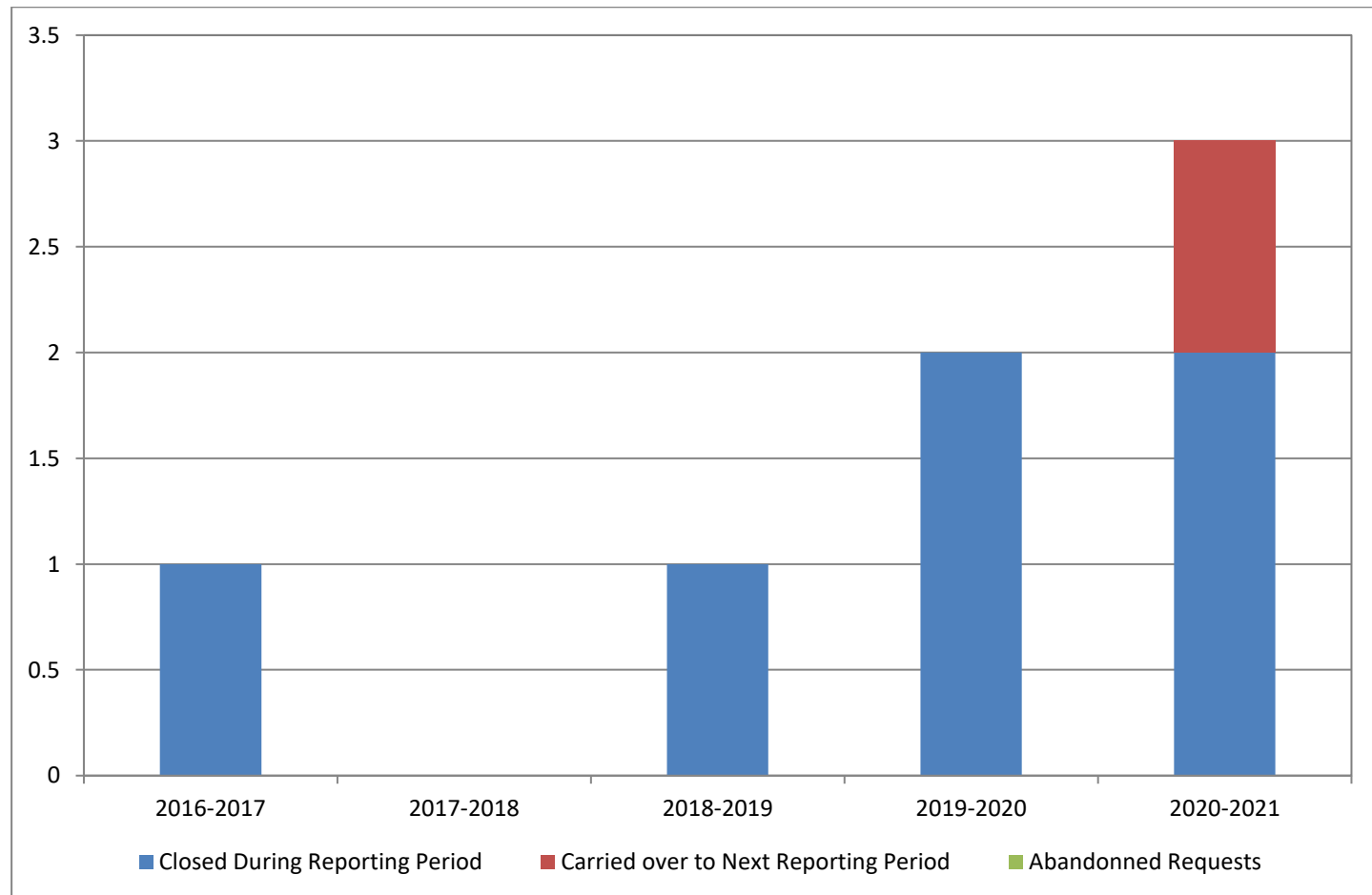
9.2 Human Resources

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	
Total	0.05	

Note: Enter values to two decimal places.

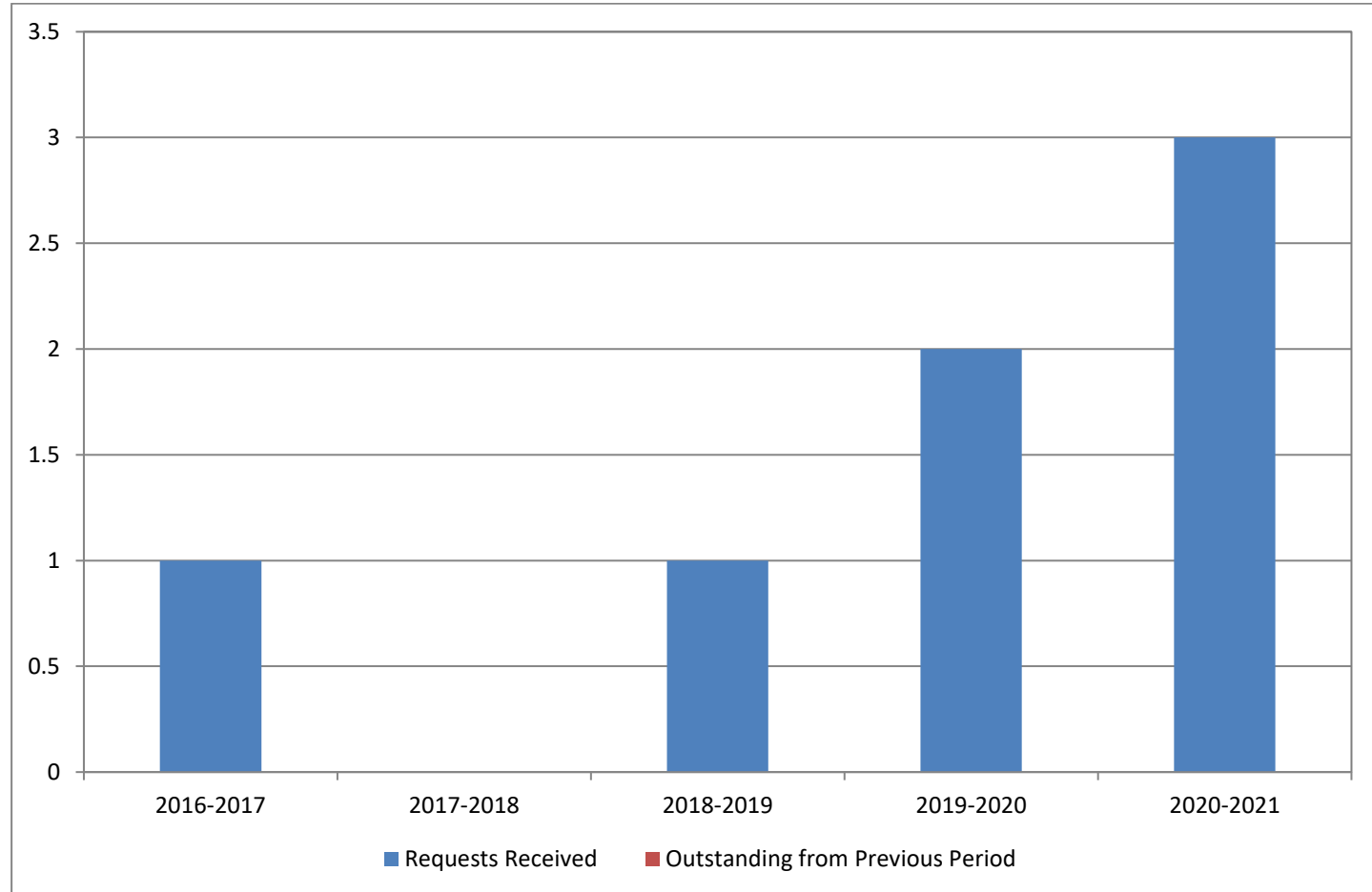
Completed Requests, Carried over to the next Reporting Period and Abandoned requests

There were three requests received in 2020-2021 with 2 closed during the reporting period, leaving one request to carry over into future periods. This represents an increase from the previous reporting period. No requests were abandoned during the year.



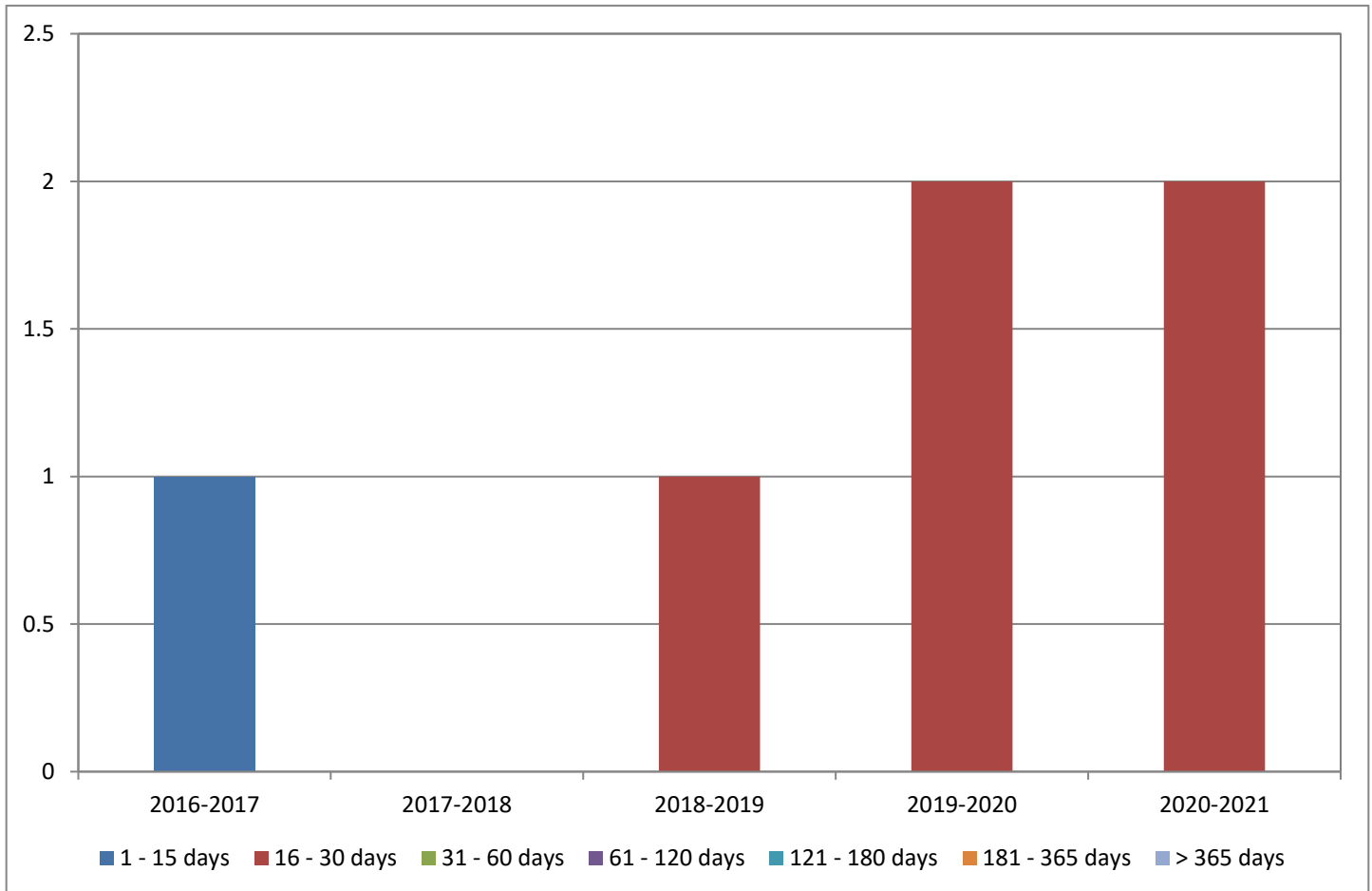
Requests Received and Outstanding from Previous Reporting Period

In 2019-2020, FPCC received 3 requests, which represents an increase from the previous reporting period. There were no outstanding requests from previous periods.



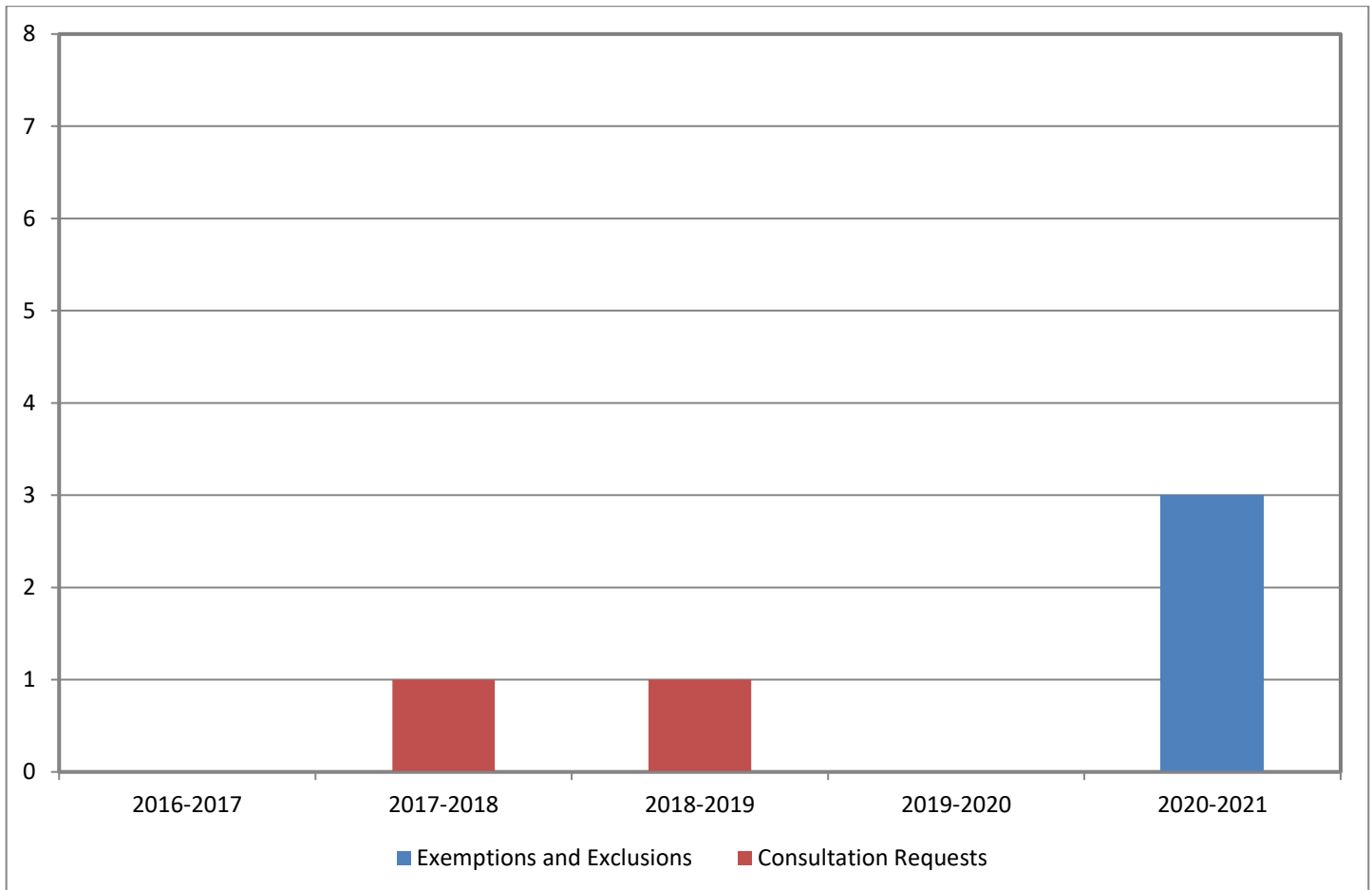
Completion Time

The following chart presents the number of days required to dispose of requests during the various reporting periods. There were two requests closed during the reporting period representing no change from the previous cycle.



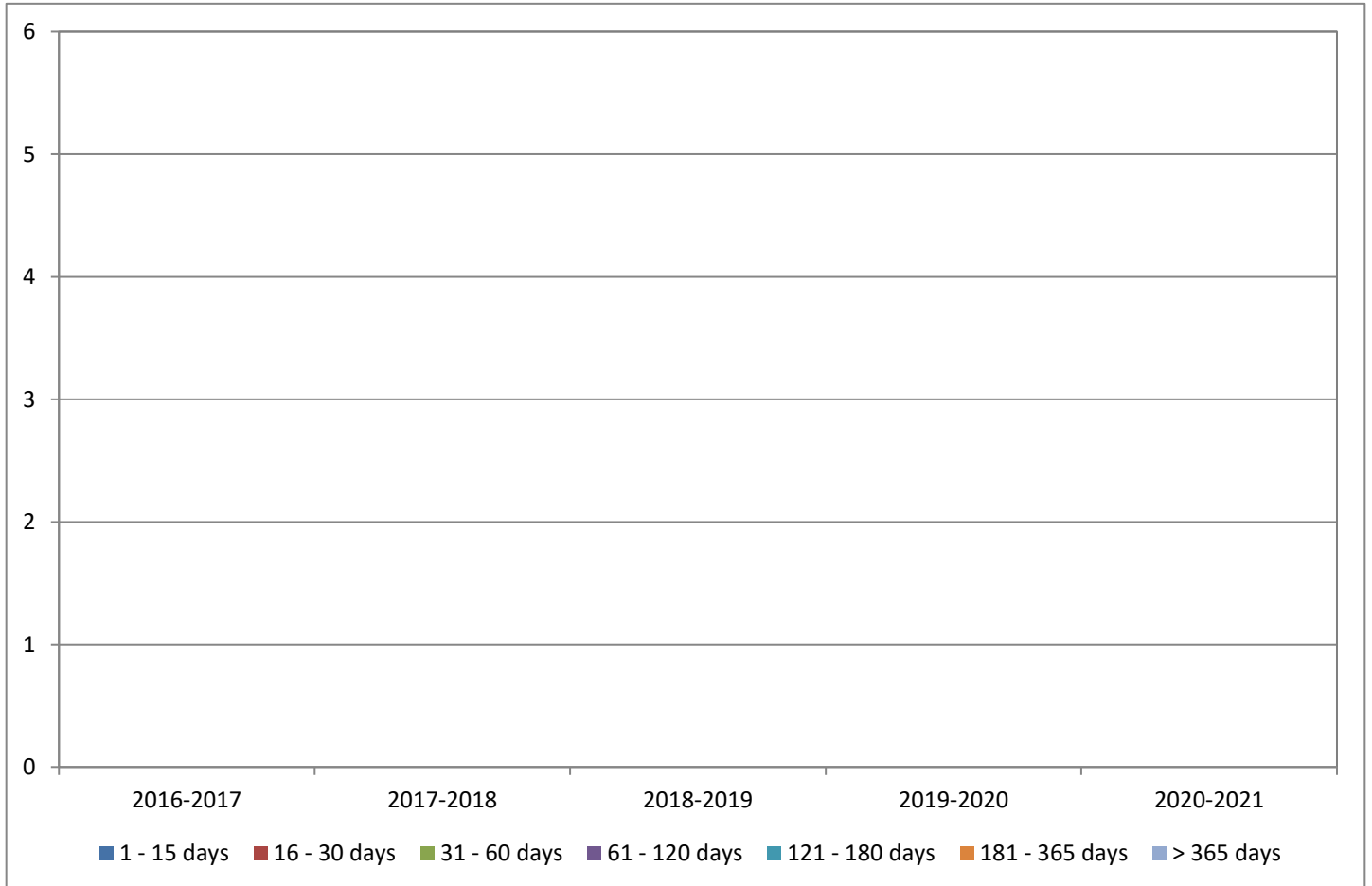
Application of Exemptions and Exclusions, Extensions and Consultations from Other Government Institutions (OGI)

In 2020-2021 there were no exemptions and three exclusions during the reporting period. There were no consultations from Other Government Institutions (OGI) requests received for this reporting period.



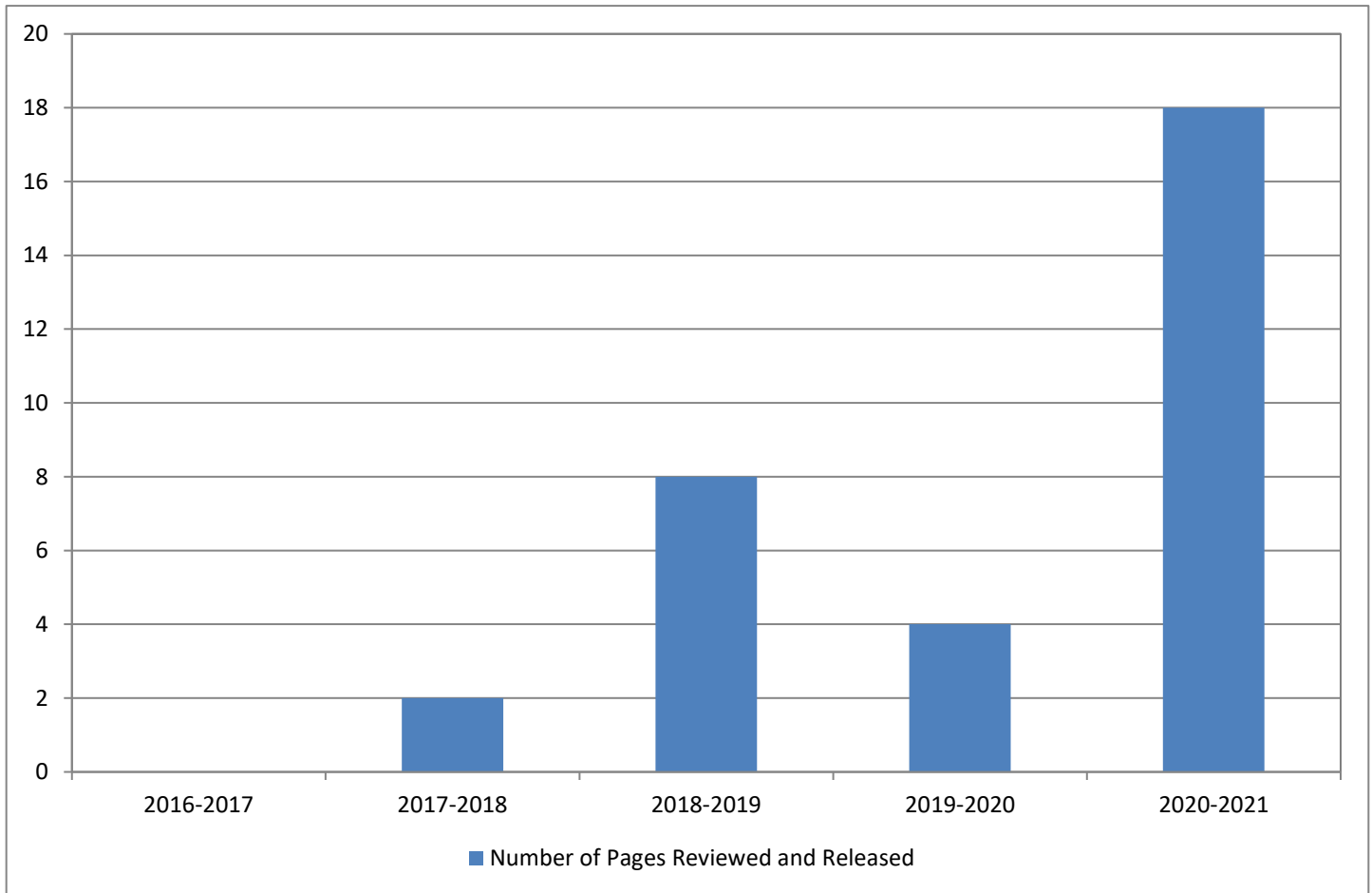
Extensions

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



Number of Pages Reviewed and Released

Eighteen pages were reviewed and released in 2020-2021. This represents an increase compared to previous years.



Exemption Invoked

The following table presents an overview of the sections to which exemptions invoked related to. Three exemptions were invoked during the reporting period.

	Exemptions				
	2016-2017	2017-18	2018-19	2019-20	2020-21
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	0	0	0
Section 17	0	0	0	0	0
Section 18	0	0	0	0	0
Section 19	0	0	0	0	1
Section 20	0	0	0	0	2
Section 21	0	0	0	0	0
Section 22	0	0	0	0	0
Section 23	0	0	0	0	0
Section 26	0	0	0	0	0

A5. Service Fees

The Service Fees Act requires a responsible authority to report annually to Parliament on the fees collected by the institution.

With respect to fees collected under the Access to Information Act, the information below is reported in accordance with the requirements of section 20 of the Service Fees Act.

- Enabling authority: *Access to Information Act*.
- Fee amount: For 2020 to 2021 during the reporting period, the FPCC collected \$15, the only fee charged for an ATI request.
- Total revenue: FPCC's revenue fees for the 2020 to 2021 fiscal period are \$15.00
- Fees waived: FPCC had no fees waived for the 2020 to 2021 fiscal period.
- In accordance with the Interim Directive on the Administration of the Access to Information Act, issued on May 5, 2016, Farm Products Council of Canada waives all fees prescribed by the Act and Regulations, other than the \$5 application fee set out in paragraph 7(1)(a) of the Regulations.
- Cost of operating the program

During 2020-2021, the ATIP Office incurred \$1,370 in salary costs and \$0.00 in administrative costs (software licenses, professional services fees, office equipment and supplies, training) to administer *the Access to Information Act*.

A6. Training

There was no orientation and awareness session undertaken for the 2020-2021 reporting period.

A7. 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 2020-2021 reporting period.

A8. Summary of Key Issues and Actions Taken on Complaints or Audits

FPCC received no complaints concerning the *Access to Information Act* during the 2020-2021 reporting period.

A9. Monitoring of Compliance

No Monitoring was conducted during the 2020-2021 reporting period.

A10. Appeals to the Federal Court

No Appeals to the Federal Court were undertaken for 2020-2021 reporting period.