



Farm Products Council
of Canada

Conseil des produits agricoles
du Canada

Farm Products Council of Canada
2024-2025
Annual Report to Parliament on the
Access to Information Act

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Access to Information Act
APRIL 1, 2024 - MARCH 31, 2025

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A. Report on the *Access to Information Act (ATIA)*

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 94 of the *Access to Information Act*. It covers the period from April 1, 2024, to March 31, 2025.

Mandate

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

The FPCC, headed by a Chairperson and 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 FPAA provides for the creation of 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 three Promotion Research Agencies, the Canada Beef Check-Off Agency, the Canadian Pork Promotion and Research Agency and Hemp Canada Chanvre. 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, pork and hemp 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 various departments and other Agriculture and Agri-Food Portfolio organizations.

A2. Organizational Structure

The FPCC is organized to fulfill its responsibilities under the Access to Information Act, including Part 2, Proactive Publication, by establishing procedures and systems that are prescribed platforms designated to direct the officials responsible for supporting and monitoring the publication requirements.

The Executive Director of the FPCC has delegated authority to oversee the administration of the *Access to Information Act* and to ensure compliance with the legislation. FPCC currently has one coordinator to process the requests and also relies on Agriculture & Agri-Food Canada as its service provider.

The FPCC did not enter into any new service agreements, nor did it maintain any pre-existing service agreements under section 96 of the *Financial Administration Act* during the reporting period.

A3. Delegation Order

The *Access to Information Act* provides for the Chairperson and Deputy Head, as head of the FPCC, to delegate the powers, duties and functions designated by the *Act*.

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

A4. Performance under Part 1 of the Access to Information Act, 2024–2025

During the reporting period, FPCC received six requests, all of which were submitted promptly and completed well within the legislated timelines. As a result, no extension was required.

There were no outstanding requests or complaints from the previous reporting period. In addition, no consultations with other institutions were necessary, and no translations were required for any of the responses.

A5. Training and Awareness

There was no orientation and awareness session undertaken for the 2024-2025 reporting period, given that there was no turnover of staff.

A6. Policies, Guidelines, Procedures

FPCC did not implement any new policies, guidelines, or procedures on the administration of the *Access to Information Act* for the 2024-2025 reporting period.

A7. Initiatives and Projects to Improve Access to Information

The FPCC did not implement or continue any such initiatives or projects during the reporting period 2024-2025.

A8. Summary of Key Issues and Actions Taken on Complaints

FPCC received no complaints concerning the *Access to Information Act* during the 2024-2025 reporting period that had to be concluded.

A9. Proactive Publication under Part 2 of the ATIA

Legislative Requirement	Section of ATIA	Publication Timeline	Does requirement apply to your institution? (Y/N)	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines*	Link to web page where published**
Apply to all Government Institutions as defined in section 3 of the <i>Access to Information Act</i>						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Y	Corporate Team	100%	Government Travel Expenses
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Y	Corporate Team	100%	Hospitality Expenses
Reports tabled in Parliament	84	Within 30 days after tabling	Y	Corporate Team	100%	Farm Products Council of Canada Transparency and Corporate Reporting - Canada.ca
Apply to government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>						
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter	Y	Corporate Team	100%	Search Government Contracts over \$10,000
		Q4: Within 60 days after the quarter	Y	Corporate Team	100%	Search Government Contracts over \$10,000
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	Y	Corporate Team	100%	Grants and Contributions
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	Y	Corporate Team	100%	Open Government Portal

Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	Y	Corporate Team	100%	Briefing Note Titles and Numbers
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	Y	Corporate Team	100%	Open Government Portal
Applies to government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)						
Reclassification of positions	85	Within 30 days after the quarter	Y	Corporate Team	100%	Position Reclassification
Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)						
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	N			
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	N			

Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Common in June and December	N			
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	N			
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N			
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N			
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter	N			
		Q4: Within 60 days after the quarter	N			
Ministers' Offices Expenses	78	Within 120 days after the fiscal year	N			

Note: This consolidated report is currently published by TBS on behalf of all institutions.

A10. Monitoring Compliance

FPCC had no monitoring that had to be conducted during the 2024-2025 reporting period.