Farm Credit Canada

ANNUAL REPORT ON THE ADMINISTRATION OF THE

ACCESS TO INFORMATION ACT

For the period
April 1, 2024, to March 31, 2025

ACCESS TO INFORMATION

Pursuant to section 94 of the *Access to Information Act* (the Act), Farm Credit Canada (FCC) has prepared for submission to Parliament the annual report on the administration of the Act for the reporting period of 2024-25.

Access to Information Act

The Act gives Canadian citizens, permanent residents, individuals and corporations present in Canada a right of access to information in records under the control of federal government institutions, regardless of their format. The Act also sets out requirements for the proactive publication of information.

Introduction and mandate of FCC

FCC is a federal Crown corporation reporting to Canadians and Parliament through the Minister of Agriculture and Agri-Food and was established through an act of Parliament, the *Farm Credit Canada Act*. FCC provides financing and other non-financing services to approximately 103,781 customers across the country. FCC's more than 2,500 employees work from 101 offices located primarily in rural Canada, with the head office located in Regina, Saskatchewan.

FCC's mandate is to support agriculture and agri-food and our aspiration is to help the industry succeed as a global leader in food security and sustainable food production by driving innovation and being a catalyst for value creation in the ecosystem. In addition to delivering on our core business, we fulfil our mandate by:

- advancing innovation and opportunities for underserved groups in Canadian agriculture and agri-food
- delivering products to make intergenerational transfers easier and help young and new farmers entering the industry
- partnering with customers and industry to work toward achieving climate and sustainability goals

FCC did not have any non-operational subsidiaries during this reporting period.

Organizational structure

As of March 31, 2025, FCC's Privacy and Access to Information team was part of the Risk and Legal division and reported to the Executive Vice-President of Risk and Legal through the Vice-President, Law and Corporate Secretary. A copy of the Delegation Order signed by the Head of the institution (Chairperson of the Board of Directors) in effect at the end of the reporting period is included in this report.

The Privacy and Access to Information team is comprised of four full-time positions, in addition to a manager position reporting to the Vice-President, Ethics, Regulatory Compliance and Privacy. The four positions include one Technician, two Specialists, and one Senior Specialist. During the 2024-25 reporting period, FCC engaged up to three consultants to assist with the Privacy program build and the processing of Privacy Impact Assessments (PIA).

To fulfil Part 2 of the Act, proactive publication of travel and hospitality expenses resides with the Manager of Financial Systems. Proactive disclosures are published monthly for travel and hospitality of all senior executives and the Board of Directors. In addition, each year, FCC publishes aggregate corporate-level travel and hospitality expenditures. All aforementioned data is published on the Open Government Portal. Part 2 of the Act requires institutions to proactively publish specific information known to be of interest to the public. For that purpose, FCC is currently developing a program to proactively disclose procurement and contracting data and is also analyzing any other functions within the organization that might fall under the requirement to proactively disclose.

FCC was not party to an agreement, as described under section 96 of the Act, during the reporting period.

FARM CREDIT CANADA – Delegation of powers, duties and functions

I. Delegation of Authority: Delegation of powers, duties and functions of the Head of the institution pursuant to section 95(1) of the Access to information Act and Regulations

Access to Information Act

Part 1		CEO	VP, Law & CS	Senior Director, ERC&P	Manager, Privacy & Access to Information Program
4(2.1)	Responsibility of government institutions	X	X	X	X
6.1(1), (1.3) (1.4), (2)	Reason for declining to act on the request	X	X	X	X
7	Notice where access requested	X	X	X	X
8(1)	Transfer of request to another government institution	X	X	X	X
9	Extension of time limits	X	X	X	X
10	Where access is refused	X	X	X	
11(2)	Application fee	X	X	X	X
12(2)(b)	Language of access	X	X	X	X
12(3)(b)	Access to record in an alternative format	X	X	X	X
13	Exemption – Information obtained in confidence	X	X	X	X
14	Exemption – Federal-provincial affairs	X	X	X	X
15	Exemption – International affairs and defence	X	X	X	X
16	Exemption – Law enforcement and investigations	X	X	X	X
16.5	Exemption – Public Servants Disclosure Protection Act	X	X	X	X
17	Exemption – Safety of individuals	X	X	X	X

Part 1		CEO	VP, Law & CS	Senior Director, ERC&P	Manager, Privacy & Access to Information Program
18	Exemption – Economic interests of Canada	X	X	X	X
19	Exemption – Personal information	X	X	X	X
20	Exemption – Third party information	X	X	X	X
21	Exemption – Advice, etc.	X	X	X	X
22	Exemption – Testing procedures, tests and audits	X	X	X	X
22.1	Exemption – Internal audits	X	X	X	X
23	Exemption – Protected Information – solicitors, advocates and notaries	X	X	X	X
23.1	Exemption – Protected Information – patents and trademarks	X	X	X	X
24	Exemption – Statutory prohibitions	X	X	X	X
25	Severability	X	X	X	X
26	Exception – Information to be published	X	X	X	X
27(1), (4)	Notice to third parties	X	X	X	X
28(1)(b), (2), (4)	Representations of third party and decision	X	X	X	X
33	Notice to third parties – Investigations	X	X	X	X
35(2)(b)	Right to make representations	X	X	X	X
37(4)	Access to be given to complainant	X	X	X	X
41(2)	Review by Federal Court – government institution	X	X	X	
43(2)	Service or notice	X	X	X	X

Part 1		CEO	VP, Law & CS	Senior Director, ERC&P	Manager, Privacy & Access to Information Program
44(2)	Notice to person who request record	X	X	X	X
52(2), (3)	Special rules for hearings	X	X	X	X
Part 3					
94(1), (4)	Annual report – government institutions	X	X		

Access to Information Regulations		CEO	VP, Law & CS	Senior Director, ERC&P	Manager, Privacy & Access to Information Program
6(1)	Transfer of request	X	X	X	X
7(2), (3)	Fees	X	X	X	X
8	Providing access to record(s)	X	X	X	X
8.1	Limitations in respect of format	X	X	X	X

I. Designation – ATIP Coordinator: The Manager, Privacy & Access to Information Program is designated Access to Information and Privacy Coordinator for the purpose of administering the day-to-day activities of the Access to Information Act.

II. All current delegations of authority and designations executed by the Chairperson of the Board of Directors of FCC in the capacity of the Head of the corporation are replaced by this Delegation of powers, duties and functions.

July 12, 2023
Date

Jane Halford
Chairperson of the Board of Directors

Performance under Part 1 of the Act, 2024-25

In the 2024-25 reporting period, FCC received 27 formal requests for information under the Act, including two formal requests carried into the next fiscal year, still within legislated timelines. The total percentage of requests meeting legislated timelines is 92.59%. Of the 27 formal requests, 33.33% were "all disclosed", and 33.33% were "disclosed in part".

Of the formal requests received, ten were completed within 0-15 days, twelve within 16-30 days, and five within 31-60 days. Of the latter, two requests were not closed within legislated timelines, due to workload in one case and internal consultations in the other.

FCC did not receive any complaints related to the Act within the 2024-25 reporting period.

No consultations from other institutions were received within the 2024-25 reporting period.

FCC received 57 informal requests, which have been processed in accordance with the principles of the Act.

Of the informal requests received, 24 were completed within 0-15 days, 28 within 16-30 days, five within 31-60 days, and one took more than 365 days.

Of those 57 informal requests, 41 originated from the Canada Revenue Agency (CRA) with information disclosed under authorities of the *Income Tax Act*.

Additional details can be found in the Access to Information and Privacy Statistical Report for 2024-25 Fiscal Year.

Training and awareness

FCC integrates compliance activities with the Act into all areas of the company's operations, including online services. In addition to the training provided to Privacy and Access to Information staff, communications and awareness tactics continue to be rolled out to all employees and management. Privacy and access-to-information content forms part of a broader corporate online training program on information risk.

The Privacy and Access to Information team also delivered two training sessions specific to Business Liaison Officers (BLOs), with a total of 15 participants. This training aimed to establish BLOs throughout FCC to assist with record collection. It covered BLO duties in gathering responsive records, as well as legislative guidelines and timelines.

An informal access-to-information session was also delivered to 18 employees from FCC's Marketing and Public Affairs division. This session focused on steps related to processing requests under the Act.

Policies, guidelines and procedures

Access-to-information request summaries are now being proactively published on the Open Government Portal only and no longer on FCC's website.

Initiatives and projects to improve access to information

The Privacy and Access to Information team is collaborating with the CRA on a secure transmission portal via the Amanda software. This collaboration aims to enhance the security and efficiency of data transmission processes, ensuring that sensitive information is handled with the utmost care.

Summary of key issues and action taken on complaints

No complaints were initiated against FCC with the Office of the Information Commissioner under the Act.

Proactive publication under Part 2 of the ATIA

Proactive publication requirements table

Legislative requirement	Section of ATIA	Publication timeline	Does requirement apply to your institution? (Y/N)	Internal group(s) or positions(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 Access to Information Act						
Travel expenses	82	Within 30 days after the end of the month of reimbursement	Y	2 Positions, Managers of Financial Systems	100%	Proactive disclosure | Open Government - Government of Canada
Hospitality expenses	83	Within 30 days after the end of the month of reimbursement	Y	2 Positions, Managers of Financial Systems	100%	Proactive disclosure | Open Government - Government of Canada
Reports tabled in Parliament	84	Within 30 days after tabling	Y	Annual Report on the ATIA and Privacy is ATIP Program Manager; FCC Annual Report is Director of Government Relations; Annual Expenditures on Travel, Hospitality and Conferences are 2 Managers from Financial Systems.	100%	Both Privacy Act and ATI Act - Access to Information | FCC; FCC Annual Report | FCC; Annual Expenditures on Travel, Hospitality and Conferences

Legislative requirement	Section of ATIA	Publication timeline	Does requirement apply to your institution? (Y/N)	Internal group(s) or positions(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines*	Link to web page where published**
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 Financial Administration Act						
Contracts over $10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N	N/A	N/A	N/A
Grants & contributions over $25,000	87	Within 30 days after the quarter	N	N/A	N/A	N/A
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	N	N/A	N/A	N/A
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	N	N/A	N/A	N/A
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	N	N/A	N/A	N/A
Applies to government institutions that are departments named in Schedule I to the Financial Administration Act 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	N	N/A	N/A	N/A

Legislative requirement	Section of ATIA	Publication timeline	Does requirement apply to your institution? (Y/N)	Internal group(s) or positions(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines*	Link to web page where published**
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	N/A	N/A	N/A
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	N/A	N/A	N/A
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	N/A	N/A	N/A
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	N/A	N/A	N/A
Travel expenses	75	Within 30 days after the end of the month of reimbursement	N	N/A	N/A	N/A

Legislative requirement	Section of ATIA	Publication timeline	Does requirement apply to your institution? (Y/N)	Internal group(s) or positions(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines*	Link to web page where published**
Hospitality expenses	76	Within 30 days after the end of the month of reimbursement	N	N/A	N/A	N/A
Contracts over $10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N	N/A	N/A	N/A
Ministers' offices expenses Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	N	N/A	N/A	N/A

*When counting proactive publication requirements, count monthly or quarterly reports as a single publication.

**i.e., specific page where that information is located on open.canada.ca or the institution's website.

Monitoring compliance

FCC monitors the processing time of access requests through a dashboard in the Amanda software.

The FCC standard Professional Services Agreement and general contracts include a clause advising that FCC is governed by the Act and that the information contained within the contract may, if required, be disclosed under the authority of the Act. The agreement and contracts are signed by service providers external to FCC, and the head, or delegate, of the business unit within FCC.

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Ce rapport est aussi disponible en français au fac.ca